



Environmental statement and policy

Summary

We care very much about the environment and we want to not only minimise the impact our business has but if we possibly can contribute to improving the environment and our surroundings.

Our business is about getting commuters out of cars and onto cleaner forms of transport which benefit them and the environment. As well as helping commuters use tax incentives to begin cycling, we also provide bike pools to enable employees to use better forms of transport during their working day.

This isn't enough though and we want to actively reduce waste, minimise our usage of resource and materials as a business. Our mantra is reduce, reuse, recycle. Reducing and reusing are by far the most important.

Our choice of premises

Our administration centre is located in an area of outstanding natural beauty and we are particularly conscious of this and therefore work hard to reduce our footprint. We selected our premises carefully to allow us to operate as responsibly as possible. We made multiple improvements to the offices to minimise our consumption of resources and reduce our environmental footprint.

We divided the office space into smaller units so that we only need to heat and light the parts that are actually occupied. We have individually controllable heating so that individuals can control their own temperature.

We installed LED low energy lighting inside the building and outside we use low energy security lighting which aimed low to minimise light pollution and nuisance and is only operational when it detects motion. At other times the site is completely dark.

Office equipment & Environment

We have upgraded our work stations to include smaller rise fall desks. This means we can accommodate more people with in the same area thus reducing heating lighting etc. We also avoid having to move to larger premises. The rise & fall desks have significant benefit to our employees as it has been shown employees should spend some working time standing to improve circulation and other health aspects. We allow flexible hours, staggered working days and home working so that more efficient use of the office premises is made.

We provide each employee with a personal heater or in hot weather a fan so that they can control their own environment and achieve a comfortable working temperature.

Office IT

We use VOIP to reduce the requirement for separate telephones. This also provides us with sophisticated telephony features such as hunt groups and call queueing.

We are upgrading our IT to provide better screens to reduce eye strain and be more energy efficient. All employees use laptop computers so that they can easily work from home or other locations to reduce travel.

Business communications

All our business communications are electronic. We are extensive users of electronic signatures and we actively discourage the sending of hardcopy documents such as payment advices. We use extensive and secure electronic storage. We rarely print documents. In 2020-2021 we used a single box of recycled printing paper (5 reams).

Customer meetings

Customer and supplier meetings are via online platforms such as Zoom, Teams or similar. We do not travel to meetings unless there are exceptional circumstances. If for some reason travel is unavoidable, we use public transport wherever possible.

Recruitment & employment

We target our recruitment to our local area and offer flexible working so that employees can combine their commute with school runs etc. 80% of our workforce live within 9 miles of our offices. 20% live within 18 miles. We have always supported homeworking. Currently 64% of work is completed whilst working from home. (November 2020)

Whilst we offer flexible working, we do not use zero hours contracts because we want to provide reassurance to our employees that they have stable employment which in turn benefits the local community.

Commuting

The company will provide any employee that wishes a bicycle. This may be electrical or conventional. It will also provide appropriate safety gear so that employees can commute by bicycle. The bicycles are available for any other use by the employee to reduce car-based travel. There is no charge to the employee for this or any tax liability.

Business travel

The company has a PHEV van which operates mostly on electricity. The is also an electric company car. The company has installed electric charging points for these which operate on off peak electricity. The company does not operate any vehicles which are not ULEZ compliant.

Supporting local communities and businesses

We deliberately support local businesses both in our business operations by heavily promoting local bike shops over mail order operations and national chains. We also source consumables and business requirements as much as possible from local businesses.

Postal services

We use Royal Mail as our prime delivery service and the local post office as a collection point. This supports a local village resource and uses an already active delivery network which does not require special routings or additional journeys.

All the materials we use to send our promotional materials are cardboard or paper base including the packing tape we use.

Promotional materials

We do not use plastics in our promotional materials. We source these materials from local businesses and they are exclusively based on paper and cardboard.

Beverages

Beverages purchased for the office supply are sourced from local business and chosen because they are environmentally responsible. We compost used tea bags, coffee grounds etc. We do not use any disposable crockery. We encourage employees to bring their own reusable drinks bottles and food containers and we recycle plastic food and drink containers and cans.

Recycling materials

Wherever possible we reuse packaging and any paper we have to print. Where reuse or recycling is no longer possible, we use such materials as biofuels.

Shredded paper is reused as animal bedding by one of our employees after which it is composted.

We provide a centralised collection point for employees to drop various recyclables such as blister packs, light bulb, batteries etc. These are then delivered en masse to the appropriate recycling centre. Normally during an existing journey.

Noxious materials

We are an office and so do not use noxious materials. Any cleaning materials are environmentally friendly.

Our future aims

We monitor all our business activities to understand and evaluate how we can improve. We empower our employees to make suggestions directly to the directors to enable this.

We are constantly exploring and discussing how we reduce our resource usage and have an active suggestion program.

Policy and guidance for employees

This document is included in our employee handbook which is read and acknowledged by all employees.

Energy and heat

Lighting, heating and IT all use electricity and employees should do their best to reduce the usage of these. For instance:

Heating

Turn off heating when not actively required. Where possible add additional layers of clothing instead of using heating. However, it's important to keep warm enough to do your job properly and comfortably.

Don't leave heating on at low levels when the office isn't occupied. Close office doors to keep the heat in those parts that are occupied. Where possible use facilities in an already occupied office. (Hot desking, literally)

Lighting

Use natural light as much as possible and turn lights off where an office is not actively in use.

IT

Make sure printers, shredders and office equipment not actually in use is turned off.

Commuting

The company will provide any employee that wishes a bicycle. This may be electrical or conventional. It will also provide appropriate safety gear so that employees can commute by bicycle. The bicycles are available for any other use by the employee to reduce car-based travel. There is no charge to the employee for this or any tax liability.

Remote working

We actively promote remote working where employees can work from home to reduce commuting. We provide all employees with the technology and resources such as furniture to work from home.

Flexible working

We actively promote flexible working so that employees can combine commuting with other journeys such as school runs.

Customer meetings

Customer and supplier meetings are via online platforms such as Zoom, Teams or similar. We do not travel to meetings unless there are exceptional circumstances. For access to these platforms, please contact your manager.

Beverages and food

Unlimited free tea and coffee is provided to our employees.

There are no café or food shopping facilities on site so we encourage you to bring your own food and drinks in reusable containers.

We do not use any disposable crockery. We recycle plastic food and drink containers and cans. Recycle containers are located by the beverage station.

Beverages purchased for the office supply are sourced from local business and chosen because they are environmentally responsible. We compost used tea bags, coffee grounds etc.

Recycling materials

Wherever possible we reuse packaging and any paper we have to print. Where reuse or recycling is no longer possible, we use such materials as biofuels. Please ensure any recycling is washed and placed in the appropriate bin.

Cleaning materials

We provide cleaning materials such as soap and washing up liquid in the kitchen area. Please don't use any other materials.

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1.0	02-Nov-20	Document created and published.	Rob Howes
1.1	13-Sep-21	Policy updated.	Rob Howes
1.2	04-Jul-24	Reviewed policy as part of the ISO9001 schedule. Added version log, update employee commute information and printed information.	Katherine Stather