

Environmental Policy

At MotionTouch we pursue an Environmental Policy which specifies what we can do as a team and individually to help the environment whilst at work:

Travel

- If possible get walking to work or try public transport.
- If you must use a car try sharing the run to work.
- If more than one of you are travelling to the same meeting, why not share a car?
- If you travel to work by car, try and time your journey to miss the rush hour. Stationary traffic releases far more pollutants into the atmosphere.
- If you shop at big super markets, try doing your shopping on the way home rather than making a separate journey.
- When driving try to avoid abrupt changes in speed.
- Cars these days do not need to be 'warmed up,' so drive off straight away after starting.
- If you do have a choke, push it in as soon as possible after starting.
- Get your car serviced regularly and check tyre pressures are correct to ensure minimum fuel consumption.

Energy

- Turn your monitors off when going to lunch.
- If you are the last to leave the room, turn off the light.
- Keep windows closed when the heating is on.
- If you feel the cold, wear warmer clothes.
- Do not exceed the maximum legal air conditioning limit of 19 C.
- Do not obstruct heat emitters - radiators need space to function efficiently.
- Keep external doors closed while heating is on.
- Remember lights do not need to be on if the sun is out.
- Always report problems with equipment to Maintenance as soon as possible.
- Printers can be switched off when not in use.
- Do not leave taps running unnecessarily. Always report dripping taps.

Purchasing

- Try and purchase stationary and cleaning products from environmentally friendly suppliers. Look out for an environmentally friendly label to identify the suitable products.
- Try and use recycled paper.
- Once paper has been used, dispose of it in the paper recycling bin.

Recycling

- **Remember Reduce, Reuse, Recycle.**
- Use paper sparingly. Use both sides of a piece of paper if possible.
- Used paper should go in waste paper recycling bins.
- Make notes or telephone messages on scrap pieces of paper.
- Why not bring some house plants into the office? They humidify the air and are reputed to remove unwanted chemicals.
- Where practical, photocopy double sided.
- Give any surplus old furniture to a local good cause rather than put it in the bin.
- Put used printer cartridges in the post for recycling.