

## **Bishop & Levett Ltd - Policy on environmental sustainability**

Sustainability aims:

- **We purchase mainly recycled paper**
- **We recycle the majority of office paper**
- **We implement paper saving initiatives.**

Paper cost can be halved by employing simple paper saving techniques. Reducing font and margin sizes can greatly reduce office paper use.

E mailing is used where possible to reduce paper usage and postage.

- **All non-essential office electrical equipment is switched off overnight.**

We ensure that monitors and computer peripherals are included.

- **We recycle plastic bottles and cups.**

It is better environmentally to avoid the use of plastic bottles and cups and use glass and mugs. Both have a greater potential for reuse.

- **We recycle printer and fax cartridges.**
- We programme printers on light usage.
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- **We recycle office electrical equipment.**

We ensure minimizing any environmental impact during disassembly, component recovery or disposal.

- **We recycle packaging materials.**

- **Our transport costs and emissions are reduced:**

We use local suppliers where we can, and have them delivered when possible to save our vans making unnecessary journeys.

Transport sharing is encouraged where possible.

- **Water saving devices are fitted within toilets and washrooms.**

Michael Levett  
Director  
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Reviewed annually