

21<sup>st</sup> December 2007

## **COMPANY POLICY 006 – ENVIRONMENTAL POLICY**

*“As a global business we have a responsibility not only to minimise the impact we have on the environment, but also to promote the development of sustainable economies and communities in our business activities and through our influence over others” – Dieter Loraine, Director, Albany Associates.*



We understand that our day to day activities have an impact on the environment and the communities in which we operate. We aim to minimise these impacts by implementing and monitoring environmental and sustainable practices.

### **What we do**


**Paper** – staff and consultants are encouraged to communicate using electronic means (telephone, email, text, fax, etc). Wherever possible we have introduced recycling procedures into our offices and encouraged staff working in other locations to adopt recycling of all paper, card and other packaging. Incoming packaging is reused where possible and we only use stationary that is made from recycled or renewable supplies.

**Equipment** – We aim to dispose of all waste in a safe and responsible manner and have strict procedures for the disposal of toners, fluorescent tubes, equipment and other hazardous waste. We ensure all non-critical equipment is turned off (including lights) when not in use to preserve energy and use rechargeable batteries for all mobile appliances.

**Transport** – As a global company often faced with last minute travel to difficult to reach places, air travel is often the only option. However our encouragement of the use of public transport (particularly rail), walking or cycling to reduce the pollution of car emissions and our positive policy and strong track record of encouraging flexible working practices from home (and use of teleconferences) has gone a long way to reduce our environmental footprint. We continue to seek working practices which can help reduce emissions further.

**Encouraging others** - An environmental policy is built into all proposals prepared for clients. As our staff and consultants are often in a position of being housed within a client’s premises we are able to influence the environmental practices of our customers by communicating with them about environmental policies and best practice. Where there is an option we encourage our clients to develop digital and electronic media that can be sent over the internet or via email, thus reducing the

environmental damage caused by transportation and usage of inks, papers and sundries required in printed media.

As an example all our emails carry the message:  Help save paper - do you need to print this email? to encourage our contacts to do the same.

**Sustainability** – As a company we are professionally committed to building capacity within developing nations and will seek, wherever possible to employ local indigenous consultants and build training and development into their programmes with the aim of leaving a legacy of excellence. The sustainability of the communities we work in is as important to us as the sustainability of the environment in which we live.

**Our pledge** - We pledge to apply our standards when purchasing goods and services and to buy energy efficient equipment which achieves value for money. We pledge to purchase from local suppliers and producers where practicable. We pledge to encourage all of our staff, consultants, suppliers and customers to adopt environmental and sustainable practices. We pledge to review our environmental performance against our policy on an annual basis, but also to make continuous improvement to our environmental practices.



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Dieter Loraine, Director and Company Secretary