

E N E R G Y M A N A G E M E N T P O L I C Y

We endeavour to adhere to this energy management policy to minimise unnecessary impact to the environment as a result of our operations.

1 . E N C O U R A G I N G G O O D P R A C T I C E

Individuals are tasked with the responsibility of managing the energy efficiency of their equipment. This is covered in employee orientation, and in the employee handbook. Energy efficiency of office equipment impacts purchasing decisions and all equipment has energy saving features enabled as standard.

2 . E N E R G Y M A N A G E M E N T

A. OFFICE

- Movement sensors switch off lights after ten minutes of no movement.
- Computers are switched off overnight and will enter standby mode when unused for over ten minutes.
- The use of portable heaters and desk fans is minimised when appropriate.
- Where possible, employees are provided with laptops to lower energy consumption during day to day tasks
- Unnecessary printing, photocopying etc. is discouraged. Paperless processes are implemented where possible.
- Email correspondence includes a footer discouraging the printing of emails.
- The fridge is kept sealed when not in use and checked regularly for frost. The seals are regularly inspected and replaced with signs of wear or damage.
- A microwave is provided, rather than an energy intensive cooker or hob.
- Fridge space correctly filled to minimise energy consumption and reduce wastage.
- The tea urn is on a timer and is never left continuously boiling.
- Low-power hand dryers are installed as standard and have a lower carbon footprint than paper towels.
- Insulation reduces reliance on heating over the winter
- Heating facilities are on a timer to avoid usage when the building is unoccupied.
- Opportunities for natural ventilation are used before using minimal air-conditioning.

B. PRODUCTION

Machines are switched off overnight.

All efforts are made to reduce material excess and therefore minimise waste. Waste is recycled when possible.

Production methods are reviewed regularly. This is to ensure the implementation of increased efficiency in the production process where possible, with the aim of reducing machining times and improving the overall carbon footprint of our products.

C . T H E F U T U R E

We continue to look for opportunities to manage energy efficiency in the workplace. Employees are encouraged to make suggestions if they see an area that can be made more efficient, and processes are reviewed regularly to ensure we work towards lowering our overall carbon footprint.