

## **HBV Enterprise - Environmental Policy**

HBV is committed to the principles of minimising waste, preventing pollution, complying with all relevant legal environmental requirements and continually improving practices to reduce its environmental impact.

This Environmental Policy has been developed by HBV to ensure it is adhered to when making business decisions, carrying out its operations and providing services to its clients and tenants.

### **Waste**

- Used single sided waste paper is recycled for use in printers.
- Confidential paper waste is securely stored and collected by a registered recycling company.
- Printer and photocopy toner cartridges are stored in an appropriate container and returned for recycling.
- Fluorescent lights and light bulbs are stored separately for collection by a licensed carrier.
- Facilities for personal Hygiene are provided and collected by registered collectors.

### **Catering**

- Where practical, reusable glasses and mugs are used by Staff and HBV clients.
- Bottles, aluminium cans and other recyclable waste is placed in appropriate recycle bins provided.

### **Purchasing**

- Stationery is purchased from ISO 14001 accredited suppliers with an established environmental management system.
- Where possible, couriers are selected based on minimal environmental impact.
- All purchasing decisions take environmental considerations into account.

### **Energy use**

- Lights, IT equipment, heating and air conditioning units are switched off when not required.

### **Travel**

- Staff are encouraged to use cycle, public transport or car share.

### **Demonstrating good practices to others**

- Clients are made aware of our environmental policy and asked to comply when visiting HBV Enterprise Centre
- Tenants are made aware of our environmental policy and asked to comply during their tenure at HBV Enterprise Centre
- Clients and tenants are advised about good environmental practices and how these affect their own businesses.