



Beyond Limits provides policies and procedures to promote safe and consistent practice across the Organisation. The framework laid down within our policies and procedures lets everyone know how we work and reflects our values and mission statement. Our policies and procedures are written to help us, employees of Beyond Limits, to make good, safe decisions.

Beyond Limits expects all employees to be familiar with the contents of all policies and procedures relevant to their role and to understand how to apply them within their daily work.

None of these documents stand alone, all fit within the larger framework of the way we work and any associated policies which are particularly relevant will be directly referenced.

## Environmental Policy

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### Environmental Policy – what this means to Beyond Limits

Beyond Limits is committed to limiting the effects of climate change. As such, employees should make every effort to reduce any negative impact on the environment they may make because of Beyond Limits activities. Employees should also encourage the people we support, stakeholders and suppliers to consider the environment in their work, activities and choices. All effort should be made whenever possible to recycle, re-use, switch off and limit our driving, during Beyond Limits business in line with this policy and the following procedures.

The following procedures include useful guidance on ways to reduce our personal impact on the environment.

### General tips for office employees:

- If you have to print a document or email, just print the text you need
- Print on both sides of the paper.
- Turn off your monitor when you go for lunch, a meeting or even a tea break
- Turn off your PC if you are not going to be using it for a few hours
- Turn your PC and printers off at the end of your working day
- Make the most of natural lighting - open the blinds

- Use hand-dryers (if available) rather than paper towels
- Dress appropriately for the weather conditions, put on more clothes rather than turning up the heating
- Use the recycling bins provided. All floors have a green recycling bag for paper, plastic, metal and glass.
- Used printer cartridges can be placed in the dedicated recycling box at reception.

## Personal Computer Monitors

- Leaving your monitor or computer on stand-by mode still consumes significant amounts of electricity, as much as 30% of normal use in some cases.
- Switch off your monitor every time you are away from your desk for a few minutes.
- Shut down your PC every time you are away from your desk for more than a couple of hours.
- Change the settings (Start > Control panel > Display) to automatically switch off monitors and/or shut down when not in use.
- A light flashing on your monitor shows that it is still on and is wasting energy.
- Collect unused USB's and CD discs, erase them, reformat them and put new labels on them and make them available for re-use.
- Note that setting-up a screen saver does not save any energy. (They are there to stop the image of a static screen from being imprinted on the monitor glass).

## Lighting

- Make the most of natural light. Do not block it with filing cabinets, plants or blinds that are permanently shut.
- Switch off lights when you are last to leave rooms and when they are not needed.
- Turn off lights in the toilets, kitchen, meeting rooms etc. when not needed.
- Flickering fluorescent tubes use up more energy. If you see one, report it.
- Turn off all lights at the end of the working day.

Water coolers vending machines and boilers should be connected to timer switches so that they are not constantly in use over evenings and weekends. Never turn on local A/C units for cooling purposes if the heating is on. The systems end up working against each other, wasting energy in the process. If you feel the cold, consider wearing a thicker shirt or blouse, a jumper or a fleece to work. It is not necessary to continually turn the heating thermostat up and down from minimum

to maximum. Thermostats work by stabilizing the local temperature to that set by the switch. Generally, once set, they do not need to be touched again.

## Photocopying

- Use the size reduction feature offered on many copiers. Two pages of a book or periodical can often be copied onto one standard sheet.
- Photocopy double sided
- Put a paper recycling box beside the photocopier
- Recycle all toner cartridges
- Switch off the copier overnight (a photocopier left on overnight wastes enough energy to make 5,300 A4 copies)

## Paper

- Re-use paper that is already printed on one side by manually feeding it into copiers and printers for draft documents.
- Re-use old paper for notepads.
- Re-use internal and external envelopes by using re-use stickers.
- Recycle all paper including white and coloured stationary, stapled paper, magazines and cardboard that cannot be re-used again (if possible).

## Printing

- Do you really need a hard copy of it? Can you save the message/attachments instead?
- Instead of printing a web page, bookmark it or save the page.
- Proof read the document on screen before printing.
- Consider changing the margin sizes, especially on drafts.
- Reducing the point size of your text may save lots of paper.
- Check margins when printing on headed paper.
- If you only need the page you are working on, go File > Print > and click on 'Current Page' on the 'Page range' section.
- If you only need a specific number of pages, go File > Print > and put the page numbers in on the 'Page range' section.
- Check if your printer will print multiple pages on an A4 sheet (2, 4, 6, 9 or 16 pages).
- Check if your printer can print double-sided (most larger laser printers can).

- If you do print something, retrieve it immediately. This helps to avoid the need for printing it again (because it has gone walkabout etc.)
- Switch the printer off at night - the last person to leave the office should do this.
- Recycle all ink and toner cartridges
- When replying to e-mail messages most users have Outlook set to 'Include original message text'. A long exchange can lead to several pages of text and unnecessary use of ink/ toner. Only include the original text if necessary.
- You can run meetings electronically by using a projector or screen to project documents rather than having everyone bring hard copies. You can also take notes on scrap paper or record minutes directly into your laptop (if you have one).