

# ENVIRONMENTAL POLICY

ECHO  
HOUSE

**“It is our collective and individual responsibility to preserve and tend to the world in which we live.”**

**— Dalai Lama**

# ENVIRONMENTAL POLICY

---

Echo House recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods. We will encourage customers, suppliers and other stakeholders to do the same.

We have developed a comprehensive Environmental Management System that ensures compliance with all applicable environmental legislation, codes of Practice and any other Standard to which the Company subscribes. We also remain committed to the prevention of pollution and reducing our carbon footprint.

## Responsibility

Our board of directors are responsible for ensuring that this environmental policy is implemented, however, all employees have a responsibility in their area to ensure that the aims and objectives of this policy are met.

## Policy Aims

We endeavour to:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.
- Set and monitor objectives and key performance indicators to ensure continual improvement of our environmental management system and to enhance environmental performance.

## Operational and Production Media

We will:

- Minimise the use of paper in the office and all media production factory.
- Reduce packaging as much as possible.
- Seek to buy recycled and recyclable products and ensure all paper is sustainably sourced.
- Reuse and recycle all paper where possible.
- Pursue constant research and development in to more sustainable media and promote this to our client base
- See to develop new and more innovative software to reduce material wastage.

## Energy and Water

We will seek to:

- Reduce the amount of energy used as much as possible.
- Switch off lights and electrical equipment when not in use.
- Adjust heating with energy consumption in mind.
- Take energy consumption and efficiency of new products into account when purchasing them.
- Utilise renewable energy as much as possible.

# ENVIRONMENTAL POLICY

---

## Production Materials, Machinery, Technology and Office Supplies

We will:

- Evaluate if the need can be met in another way.
- Evaluate the environmental impact of any new products we intend to purchase.
- Favour more environmentally friendly and efficient products wherever possible.
- Reuse and recycle everything we are able to.

## Transportation

We will:

- Reduce the need to travel, restricting to necessity trips only.
- Promote the use of travel alternatives such as e-mail or video/phone conferencing.
- Make additional efforts to accommodate the needs of those using public transport or bicycles.
- Favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency.

## General Maintenance and Cleaning

We will:

- Use cleaning materials that are as environmentally friendly as possible.
- Use materials in any office refurbishment that are as environmentally friendly as possible.
- Only use licensed and appropriate organisations to dispose of waste.

## Monitoring and Improvement

We will:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness through training.
- Review this policy and any related business issues at monthly management meetings.

## Culture

We will:

- Update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- Involve staff in the implementation of this policy, for greater commitment and improved performance.
- Provide staff with relevant environmental training both specific to their department and role responsibilities as well on all Echo environmental practices through our Environmental and Sustainability Operations Manual. This training begins on day one of any employment via new employee induction.
- Work with suppliers, contractors and subcontractors to improve their environmental performance.
- Use local labour and materials where available to reduce carbon dioxide and help the community.

# ENVIRONMENTAL POLICY

020 8254 3434  
echo-house.co.uk | info@echo-house.co.uk  
@echohouselondon



ECHO  
HOUSE

DOCUMENT REFERENCE: EOD\_POL\_ENV\_01

REVISION: One

DATE: 19.01.2019