

Environmental Policy



PRINCIPLES

- **Harris & Harris** are bound by ethical standards in our legal work
- We also have **ethical standards** in the way we operate generally
- **Social responsibility** involves Harris & Harris, the people who work here, our clients, suppliers and our community
- **Protection of the environment** is for the good of everyone
- **Effective and efficient use of resources** is good business practice

AIMS

- **Reduce consumption** of energy and materials in the office
- **Encourage individual responsibility**
- **Recognise** that small changes can have a real cumulative effect

WHAT WE HAVE DONE

- **Energy Audit** We have had an independent audit and are implementing the recommendations
- **Confidential Paperwork** is shredded offsite and the pulp recycled
- **Sustainable sources** for paper
- **Recycling** toner cartridges (with revenue donated to charity), and recycling computers (once all data has been made inaccessible).
- **Heating** radiators have been fitted with independent thermostats
- **Light Bulbs** are being converted to low energy on a rolling programme

WHAT ELSE WE CAN ALL DO

- **Save Energy** - Control heating, windows and air conditioning equipment to maintain comfortable working conditions without wasting energy
- **Turn it Off** - Everyone is responsible for turning off their own computer, monitor & printer when not in use, rather than leaving them on standby and also turning off lights if they are the last to leave any room.
- **Think before you print** - Use e-mail instead of paper memos. Send documents as attachments. Edit documents on screen. Save e-mails or documents as electronic files. Don't print the same e-mail twice.
- **Stop Junk Mail** - Don't just bin junk mail - be positive and cancel it.
- **Recycle** - Use non-confidential waste paper for notes or recycle it – put an empty copier paper box by your desk and see how quickly it fills up. Collect plastic milk cartons, cans and cardboard.
- **Be Green & Fair** - Where available and appropriate use Fair Trade or ethically traded products.