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# ENVIRONMENTAL POLICY

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iDEA operates an Environmental Management System to minimise the environmental impact of its activities, which cover design services for workplace, interiors and new media. The Environmental Management System minimises the environmental impact of both internal and external aspects of iDEA's business.

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When designing we strive to work primarily with third parties who share our values regarding environmental issues and sustainability while contributing to healthy ergonomic modular interiors that meet real market needs. Our designers specify products with green credentials where there is an option available and advise clients of the benefits of green products. Our suppliers are environmentally responsible when producing goods and when disposing of packaging and all kinds of waste. Clients are encouraged to re-use or recycle.

iDEA is located in a re-generated mill in rural Shropshire. Our use of shared virtual databases, extranets, virtual filing systems and electronic drawings reduces paper consumption. In addition, in-house practice includes recycling paper, batteries, bulbs, toners, bottles, cans, plastics, furniture and food waste for composting. Our Environmental objectives will minimise the significant aspects as identified in the significant aspects register in the Environmental Folder in Administration. It will include consideration of location, orientation of building, space management, legislation, building materials and resources (heat, light, water and waste). Our environmental objectives are identified in the Key Performance Indicators below:

1. To reduce electricity usage, an agreed target, performance against this KPI will be measured.
2. Reduce personal mileage, an agreed target performance against this KPI will be measured.
3. To increase the percentage of consumables obtained from green sources, an agreed target performance against this KPI will be measured.
4. To ensure that we continue to recycle paper, card, glass and plastics and to dispose of tiles, wood, textiles and as much kitchen waste as possible and dispose of waste that cannot be recycled appropriately.
5. To reduce the printing output of all printers, we have modified this target as we carry out in house the majority of stationary printing. This will reduce our impact on the environment by minimising manufacturing processes, but may lead to an increase in paper usage. An agreed target, performance against this KPI will be measured.

We will monitor and review our environmental objectives in light of any updates to significant aspects and legislation on a regular basis to continually improve our environmental performance and to prevent the risk of pollution. iDEA have a Travel Policy in place, which can be found on the next page of this manual, in the Employee Handbook and on Rapport. We will ensure that we comply with legislation and other requirements, which maybe specified by customers and other bodies through regular compliance reviews.

The Managing Director is responsible for the Policy and will ensure that we manage our environmental objectives through regular Management meetings and internal audits and will undertake a full review at least annually. This policy will be communicated to staff at induction and is available on Rapport and to the public through our website.

***This policy is endorsed by iDEA Managing Director William Dunne.***

