

Environmental Policy for Make Hay Ethical E-Media

Date last updated 21st June 2010

Both co-founders of Make Hay are committed to living and working in ways which are kind to the environment and inevitably working from home one impacts on the other. Due to our line of work both purchase of materials and production of waste are minimal.

We employ green/resource efficient working practices on a daily basis but we are always looking at ways to improve what we're already doing. Therefore we have developed a plan to outline current practices, how we can become more efficient and any relevant, new practices we can implement.

It is our Policy to:

- Comply with all relevant environmental legislation, regulations and requirements.
- Continue to use a renewable energy provider for our electricity, and aim to reduce our gas heating usage where possible.
- Continue to host our websites on wind powered website hosting (www.green-hosting.co.uk) and promote this to clients and potential clients.
- Keep energy use low by continuing to turn off equipment / lights (low energy light bulbs) which are not being used.
- Continue to keep our water usage to a minimum, which is currently used only for regular office activity (drinks & bathroom).
- Reuse resources whenever possible rather than dispose of them. Non-confidential paperwork is either used to make notepads or recycled. Confidential paperwork is shredded and composted - as is compostable food waste from staff. Old electronic components for computers are wherever possible used to build computers for friends/family members. We have joined Nottingham Realcycle which will be another way to recycle electronic and office waste as is donating to charities wherever possible.

- To dispose of non usable electrical items we have identified and will use our local waste recycling centre. Ink cartridges used in the office are also recycled via charities such as Help the Aged.
- Continue to purchase our business stationery from the Green Stationery Company. Promotional materials are printed on recycled and / or FSC certified paper with vegetable ink. Where possible we will seek to buy other furniture / equipment for the office from second hand shops or from companies with positive environmental credentials or acquire them via Realcycle.
- We have joined the Mail Preference Service to continue to keep the amount of paper coming into the Make Hay office to a minimum.
- Keep business travel to a minimum with the majority of work with clients being carried out electronically or by phone. When travelling is necessary we use public transport or travel by car. We use an ethical motor insurer which offsets 20% of the CO2 emissions of an average passenger car with an average mileage. Our car use is well below average mileage.
- Continue to support local organisations and community groups (including the Nottinghamshire Wildlife Trust and Gedling Fairtrade Group) which have positive environmental or ethical values.
- Be committed to constantly learning about how we can further improve our environmental practices/resource efficiency plus methods to measure the success of these.
- We will continue to communicate, support and network with suppliers, clients, & associates who sympathise with our environmental and ethical aims and demonstrate such commitment.
- We are committed to ensuring that Make Hay staff, our current and potential clients plus the general public can access our policy easily.

Our policy is regularly reviewed, with updates included as and when current objectives are met and new ones are identified.

Cutting 10% of Emissions in 2010

Make Hay has joined the 10:10 project (<http://www.1010global.org/uk>). Aiming to reduce our carbon emissions by 10% in one year.

Vicky Stevens (Company Director)

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