

## Environmental policy

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Date last updated March 2019

Both co-founders of Make Hay are committed to living and working in ways which are kind to the environment. Due to our line of work both purchase of materials and production of waste are minimal but where this does apply we work hard to be as energy efficient as we can and to produce as little waste as possible.

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 office electricity, and aim to reduce our gas heating usage where possible.
- Continue to host our websites on 100% wind powered website hosting ([www.green-hosting.co.uk](http://www.green-hosting.co.uk)) and provide 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/recycled.
- Old electronic components for computers are re-used 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.

- Continue to purchase our business stationery from the Green Stationery Company. Promotional materials are printed on recycled and / or FSC certified paper. Where possible we will seek to buy other furniture / equipment for the office from second hand shops or from companies with positive environmental credentials.
- We have joined the Mail Preference Service to continue to keep the amount of paper coming into the Make Hay office to a minimum.
- Continue to use the Co-operative Bank for our business banking.
- Continue to use Evergreen Insurance Services for our business insurance.
- Keep business travel to a minimum with the majority of work with clients being carried out online or by telephone. When travelling is necessary we usually use public transport. On some occasions car travel is the most efficient use of our time.
- Continue to support local organisations and community groups by providing services for free (e.g. Greens Windmill).
- Continue to learn 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.

Victoria Stevens & Jez Swinscoe (Company Directors)

Last updated: 01/03/2019

Date first written: 08/03/2007