

CLIMATE BRIDGE
SUSTAINABILITY POLICY

STATEMENT OF VALUES:

Climate Bridge is committed to maximising its positive social and environmental impact. We begin by ensuring our top-line financial performance is directly tied to our environmental benefit. We succeed by pursuing those business goals in a sustainable way and offsetting those negative impacts we cannot avoid.

IN ORDER TO MAXIMIZE ITS OPERATIONAL SUSTAINABILITY, CLIMATE BRIDGE WILL:

1. Minimise waste generation and implement recycling initiatives
2. Minimise water consumption and water waste
3. Reduce energy and resource consumption
4. Minimise the use of environmentally damaging pollutants
5. Procure office supplies ethically and sustainably
6. Utilise our green travel pyramid
7. Offset greenhouse gas emissions we cannot avoid
8. Enable staff to offset their emissions at wholesale prices

1) WASTE

Climate Bridge will minimise waste generation and implement recycling initiatives.

- **Reduce:**
 - Buy only what we need, not accepting plastic bags or disposable packaging where reasonably possible.
 - Implement one centrally located general waste bin within each office or department; multiple recycling bins may be placed wherever most convenient.
 - Only print when necessary. All printing to be duplex as default.
 - 'Scrap paper' to be used for rough working
 - Shred and recycle confidential material
- **Reuse**
 - Provide reusable coffee mugs and lunch boxes for staff where appropriate
 - Use durable rather than disposable items
 - Buy second hand or recycled goods as a preference
- **Recycle**
 - Recycle all recyclable materials including paper and cardboard, glass, plastic, aluminium, toner and printer cartridges, batteries, computer and electronic equipment and furniture (or whatever is possible locally). Recycle our organic waste inhouse using a wormery or compost.

2) WATER

Climate Bridge will minimise water consumption and water waste.

- Wash crockery and cutlery in the most water efficient manner

- Use ecologically sound cleaning products within our office

3) ENERGY

Climate Bridge will reduce energy and resource consumption.

- Switch off all lights and equipment between uses, particularly overnight
- Utilise natural light as a preference where possible
- Use energy efficient lighting
- All computers will “sleep” after 20 minutes of inactivity and “hibernate” after a further 20 minutes. The “hibernate” function saves open files and reduces power use substantially

4) POLLUTANTS

Climate Bridge will minimise the use of environmentally damaging pollutants

- All cleaning products will be biodegradable, phosphate free, artificial dye and perfume free.

5) PROCUREMENT

Climate Bridge will procure office supplies ethically and sustainably

- Electronics
 - Purchase electronic products with low energy use and an energy saving function
 - Repair equipment before replacing it where economically viable
- Paper and Printing
 - Avoid printing when possible.
 - Purchase recycled, chlorine-free, FSC approved paper products
 - Ensure office printers, copiers, and fax machines print duplex at sufficiently fast speeds
 - Purchase refillable pens and water-based markers
- Service Providers and Suppliers
 - Preference service providers and suppliers with stated Environmental Policies
- Utilities
 - Purchase energy and water from environmentally and socially sympathetic sources where possible
- Miscellaneous
 - Source furniture / wood products from a sustainable source e.g. FSC certified
 - Buy recycled / second hand goods as a first option when of equal quality
 - Preference goods with credible environmental and/or social certifications

6) TRAVEL

Climate Bridge will utilise our green travel hierarchy.

When meeting with clients or colleagues, Climate Bridge will minimise its impact by seeking the sustainable option appropriate for the situation. The following travel hierarchy provides guidance on travel priorities and is listed in order of preference.

1. Telephone conferencing for long-distance meetings
2. Walking or cycling
3. Public transport (Bus, rail, tube, coach)

4. Car share (private vehicle or taxi)
5. Solo occupancy (private vehicle or taxi)
6. Air travel

7) Corporate Offsetting

Climate Bridge will offset all greenhouse gas emissions that we cannot avoid.

- We will undertake a comprehensive carbon footprinting analysis of all of the Climate Bridge entities on an annual basis. All major operational emissions sources will be calculated where feasible. These include:
 - Office electricity and gas emissions
 - All business travel
 - Commuting emissions
 - Corporate vehicle use
- All emissions will be offset using verified voluntary carbon credits.
- Climate Bridge will complete an annual review of carbon performance and identify opportunities to reduce emissions and increase sustainability.

8) Staff Offsetting

Climate Bridge will enable staff to offset their emissions at wholesale prices.

- An opt in offset scheme will be available to all staff. If desired, staff can decide how much personal carbon they wish to offset. Carbon credits can be purchased at a competitive rate from Climate Bridge.

ANNEX 1

Metrics and ownership

PARTICULAR	METRIC / PROVISION	TIMEFRAME	MEMBER OF STAFF RESPONSIBLE
REDUCING WASTE TO LANDFILL			
Eliminate use of disposable packaging (where possible) in favour of reusable cups, plates, cutlery and lunchboxes	<ul style="list-style-type: none"> All staff to have and use reusable lunchboxes coffee mugs Disposable cups to be phased out in offices 	<p>Ongoing</p> <p>Use remaining supplies. No more to be purchased</p>	<p>All staff</p> <p>Office Manager</p> <p>Office Manager</p>
	<ul style="list-style-type: none"> Record amount of waste to landfill per week by weight 		
	<ul style="list-style-type: none"> Printers set as default to duplex function Monitor amount of paper used per week 	Ongoing	Office Manager Office Manager
Minimise printing. Print double sided as default, reuse scrap paper, shred and recycle confidential documents	<ul style="list-style-type: none"> Printers set as default to duplex function Monitor amount of paper used per week 	Ongoing	Office Manager Office Manager
Recycle all recyclable products under the guidance of office manager	<ul style="list-style-type: none"> Training / clear signs for what can be recycled and how Record amount of waste recycled per week by weight 	Ongoing	Office Manager
REDUCING ENERGY USE			
Turn off all appliances and lights when not in use	<ul style="list-style-type: none"> Encouragement and reminders as necessary 	Ongoing	All staff
Make the most of natural light		Ongoing	All staff
All computers to be set to low energy mode- sleep after 20 minutes of inactivity and hibernate after a further 20 minutes of inactivity	<ul style="list-style-type: none"> Implemented by office manager / IT for all staff 	Once off	All staff
WATER USE			
Use water efficiently and mindfully	<ul style="list-style-type: none"> Encouragement and reminders as necessary 	On going	All staff
Use only environmentally sound cleaning products (biodegradable, phosphate free, artificial dye and perfume free)	<ul style="list-style-type: none"> Sourced and enforced by office manager 	On going	Office Managers

PROCUREMENT

All goods and services to be procured from environmentally and socially responsible sources particularly local, fairtrade and organic	<ul style="list-style-type: none">• Sourced and enforced by office manager	On going	Office Managers, all staff
---	--	----------	----------------------------

All paper products should be chlorine free with either a percentage post consumer waste / or FSC. All wood furniture products should be second hand or FSC	<ul style="list-style-type: none">• Sourced and enforced by office manager	On going	Office Managers
--	--	----------	-----------------

Printers / photocopiers will have automatic double sided print function	<ul style="list-style-type: none">• Sourced and enforced by office manager	On going	Office Managers
---	--	----------	-----------------

TRAVEL

All business related travel to adhere to travel pyramid	<ul style="list-style-type: none">• Total air miles per office to be monitored	Ongoing	Office Managers
---	--	---------	-----------------
