

## Shared Practice Environmental Policy

Shared Practice aims to ensure that all its work contributes to sustainable development and to protecting the environment. These principles apply both to the work the company does (e.g. on projects on sustainable design or public engagement) and the way the company works (e.g. using recycled paper, minimising energy use, using public transport for travel), all of which aim to integrate social, economic, environmental and governance benefits for the planet and for society.

The company's environmental principles have been in place in practice since its foundation in 2002, and is recast here in a published format based on the Every Action Counts campaign's five action areas:

- **Save energy**, reducing energy bills and having a positive impact on climate change;
- **Travel wisely**, in ways that save fuel and reduce carbon emissions from cars;
- **Shop ethically**, using purchasing choices to buy locally to cut transport pollution, support local businesses and buy fairly traded goods to help producers overseas;
- **Save resources** by recycling, saving waste and water
- **Care for the area** by taking an interest in the local environment, helping protect local wildlife and have say on plans affecting the area.

Shared Practice is a small company, and its impacts are minimal, but we aim to be constantly reviewing company and individual partner activities in order to reduce negative impacts, and contribute to sustainable development.

Present and recent activities towards achieving these goals include:

- **Saving energy**: improving heating system by installing a condensing boiler; renovating windows and doors to reduce draughts and heat loss; installing insulation to reduce heat loss through roof; ensuring heating is used appropriately (e.g. when premises are occupied and off at night); using energy saving light bulbs wherever possible; ensuring new equipment is energy efficient; not using air conditioning; ensuring all equipment is turned off when not in use (not left on standby).
- **Travel wisely**: using public transport as much as possible (unless events are not realistically accessible by public transport); using cars as little as possible.
- **Shop ethically**: purchasing only stationery made from recycled paper; using ecological cleaning products where possible; purchasing Fair Trade tea and coffee where appropriate; buying local where possible.
- **Save resources**: all Shared Practice stationery is made from recycled paper; as much paper as possible is re-used rather than recycled; all remaining paper, cardboard, glass, cans, plastic bottles and toner cartridges are recycled; all

computer and other equipment of no further use to the company is recycled or donated (usually to local charities) wherever possible; resource use generally is minimised as much as possible (e.g. water, materials).

- **Care for the area:** supporting biodiversity by planting on own land to attract and support birds and insects, and minimising use of pesticides; minimising hard surfaces on own land to maximise drainage and support for biodiversity; active engagement in local community through community associations, local environmental groups and planning debates.

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