

Futerra Environmental Policy

16.03.2008

Contents

1.0	Mission and Aims	Page 2.
2.0	Procurement Policy	Page 3.
3.0	Transport	Page 4.
4.0	Waste	Page 4.
5.0	The Building	Page 5.
6.0	Education	Page 5.
7.0	Planning	Page 6.
8.0	Our Commitment	Page 6.
9.0	Environmental Policy Basic	Page 7.

Environmental Policy

1.0 Mission and Aims

- 1.1 Our mission is to make sustainable development so desirable it becomes normal.
- 1.2 Our aim is to be an environmentally 'elegant' company, conscious of all our material flows and continually striving to maximise our resource use and minimise detrimental environmental impacts.
- 1.3 The aim of our environmental policy is to ensure that Futerra's own environmental impacts continue to be assessed and improved to help us achieve our aim.
- 1.4 Futerra's goal is to be good rather than less bad, and while we continue to reduce reuse and recycle as a matter of course our dream is to be a positive company with zero waste, carbon positive, socially aware and inclusive and a part of our natural environment. However, as a business we are still subject to economic factors and, while this does not discourage our goal, intermediate solutions are required.
- 1.5 This Policy will be reviewed in six months on 01.10.2008. By that time Futerra also aims to have had an external audit of our environmental performance and to be registered as ISO14001 compliant.
- 1.6 Futerra recognises and makes every effort to conform to all relevant environmental legislation.

2.0 Procurement Policy

- 2.1 Sustainability is dependent on place. Rather than being prescriptive, we believe that solutions must be related to their situation. For this reason Futerra does not have a rigid set of requirement for suppliers. We do insist that they meet the basic requirements of the UN Global Compact but above that decisions are made using the Futerra Filter.

2.1.1 Futerra Filter

Decisions are made by weighing up environmental, social, cultural and economic factors. The most important part of procurement is asking what we need and why. Emphasis should be placed on understanding what the job that is being asked is, and what function it will perform. Is this the best solution? How long will it last? How does its manufacture, use and disposal effect the environment? The primary concern however, is for staff welfare and no solution should be proposed that would require a higher risk level or a reduced living quality. Once it is established that there is a real need to procure something a variety of factors are considered; associated carbon, resource scarcity, waste produced, social benefits to producers, social benefits to consumers, artistic/creative merits, affordability and many others. In all situations cradle to cradle solutions are preferred.

This process can be distilled to;

What are we buying? Why are we buying it? Is it the most sustainable option and if not why not?

It is common to find that our preferred option is prohibitively expensive however, this exercise enables us to identify products that we aspire to and markets to watch.

2.2 Factors to consider when buying;

2.2.1 Food and Drink

- Ethical
- Environmental impact
- Fair-trade
- Organic
- Embodied energy
- Local enterprise
- Traditional skills
- Innovation
- Creativity

2.2.2 Technology

As above with additional considerations of;

- Energy efficiency.
- Ease of use and performance.
- Emissions.
- Life cycle.

2.2.3 Paper

At least 80% recycled post consumer waste. Biodegradable non toxic inks are preferred.

2.2.4 General Suppliers

We review our suppliers on a regular basis, and endeavour to procure from organisations and individuals who ascribe to similar philosophies and policies as our own or who score highly in a particular area.

2.2.5 Furniture

Many of the above factors are considered but cradle to cradle products are actively sourced and given high preference.

3.0 Transport

- 3.1 Futerra monitor and record all business journeys and aim to avoid unnecessary travel.
- 3.2 Futerra aims to locate its offices with good access to public transport systems.
- 3.3 Futerra encourage cycling to work, have adopted the 'Ride to Work' Scheme for our employees. We also provide changing and shower facilities to make this a more comfortable option for our staff.
- 3.4 Flying is only used for essential travel outside of the UK, Belgium and France.
- 3.5 We are committed to reducing the amount of travel through the use of new technologies and are developing our virtual meeting facilities.
- 3.6 Where practical, team members are given the tools to telework and home working.
- 3.7 Futerra does not own or operate any vehicles and only 3% of employees ever use private vehicles get to work.
- 3.8 Futerra considers embodied energy due to transport in its procurement policy.
- 3.9 A carbon log is kept of all business journeys with the corresponding carbon emissions being offset through a Voluntary Carbon Standard (VCS) and Gold Standard accredited supplier.
- 3.10 Specific, Measurable, Achievable, Realistic and Time-bound (S.M.A.R.T) targets for energy use are set annually.

4.0 Waste

- 4.1 We adopt the Reduce, Re-use, Recycle approach to our waste. All plastics, metals, paper, and glass products, office equipment and furniture are recycled where possible and we compost most of our kitchen waste.
- 4.2 Recycling is always given preference over downcycling. Electrical goods that have no further functionality are disposed of in line with Waste Electrical and Electronic Equipment (WEEE) regulations. We aim to track our waste as far as possible after disposal to ensure we are fulfilling our aim.
- 4.3 We aim to reduce paper use where possible. Rough draft documents are printed on used paper and double sided printing is set as standard. Email is used in preference to paper memos. Non electronic files are only produced for legal, security or creative purposes.

5.0 The Building

5.1 Energy Use

Futerra's strategies to reduce energy consumption include;

- Using natural light and ventilation where possible
- Using low energy light fittings where appropriate.
- Turning off all equipment when not in use.
- Procurement of equipment of high energy efficiency rating.
- Using energy from renewable sources where possible.
- Monitoring consumption.

All Futerra's electricity use in the UK is derived from renewable sources.

5.2 Water Use

Efficient use of water is encouraged and all toilets have modern low volume flush mechanisms.

Drinking water dispensers are only provided where the inconvenience of using tap water is considered sufficiently great so as to reduce employee welfare.

5.3 Cleaning Products

All cleaning products are biodegradable and eco-friendly and cleaning contractors are educated in best practice.

5.4 Maintenance

- All redecoration aims to use eco-friendly products and minimise the use of solvents, VOC emitting and lead-based paints.
- All timber is sourced from sustainable managed forests and is FSC certified or. Where possible is previously used.
- Maintenance schedules are designed to minimise noise disturbance to neighbours and employees.

6.0 Education

Futerra understands the need for effective education and training of employees in environmental issues and the environmental effects of their activities and actively encourages staff initiatives.

Futerra assists its customers, suppliers and neighbours to use products and services in an environmentally-sensitive way.

All employees participate in performance reviews where gaps in education can be highlighted.

Biannual company away weekends, quarterly assessments and weekly team meetings all provide opportunities for education, suggestions and initiatives.

7.0 Planning

Futerra's commitment to Sustainable Development and its Environmental Policy is inherent in all future planning for both internal and external projects. Routinely advised environmental practice includes;

- Environmental assessment of all historic, current and future operational impacts.
- Continuous environmental performance improvements.
- Pollution, emission and waste reduction.
- Reduction in the use of all raw materials, energy and supplies
- Raised awareness and encouraged participation and training for employees in environmental matters.
- Supplier environmental audits.
- Community liaison.
- Participation in discussions about environmental issues.

8.0 Our Commitment

Futerra wholeheartedly supports the ten principles of the United Nations Global Compact (UNGC). We are committed to living out those principles as a business internally as well as with our work for clients. We will refer to it in communications with our suppliers, particularly in proposals and marketing materials. Our Environmental Policy supports this commitment. We will encourage all Futerra staff to read and comment on the Environmental Policy. We will also circulate the Environmental Policy to members of our advisory group if appropriate and invite their comments and suggestions on how to improve. We will discuss the UNGC COP at our forthcoming away weekend with staff and use it as a tool for picturing the company's future in the year to come.

The Ten Principles

The Global Compact's ten principles in the areas of human rights, labour, the environment and anti-corruption enjoy universal consensus and are derived from:

Human Rights

Principle 1: The support and respect of the protection of international human rights;

Principle 2: The refusal to participate or condone human rights abuses.

Labour

Principle 3: The support of freedom of association and the recognition of the right to collective bargaining;

Principle 4: The abolition of compulsory labour;

Principle 5: The abolition of child labour;

Principle 6: The elimination of discrimination in employment and occupation.

Environment

Principle 7: The implementation of a precautionary and effective program to environmental issues;

Principle 8: Initiatives that demonstrate environmental responsibility;

Principle 9: The promotion of the diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: The promotion and adoption of initiatives to counter all forms of corruption, including extortion and bribery.

9.0 Environmental Policy Basic

1. Think when buying, renting or using any product in the course of business, ‘is this the most sustainable option?’ and, ‘if not why not?’
2. Make sure all travel decisions include an environmental assessment. Do you need to go? Are you using the most environmentally sound method of transport?
3. Support education, training and debate between employees on environmentally responsible habits and activities.
4. Conserve natural resources through careful planning and efficient use, minimizing waste through reduction, reuse and recycling.
5. Handle and dispose of wastes through safe, environmentally responsible methods.
6. Practice effective, efficient energy use.
7. Conduct regular environmental assessments and make recommendations for continual environmental improvement and take action as appropriate.
8. Encourage friends, suppliers, contractors, neighbours and family to strive for the same high levels of environmental awareness.
9. Review environment impact during corporate planning and decision making at all levels within the organisation.
10. Be committed to comply and aim to surpass relevant environmental legislation.

Any complaints, comments or questions about the environmental policy should be directed to the Operations team and specifically Doug Stewart preferably by email or letter.