

Sustainability and Environment Management System

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Concept recognises that its work may have a direct or indirect effect on the local, regional and global environment. We are committed to reducing any harmful effects on the environment and promoting the understanding of sustainability in its broadest context.

Instructions to all staff:

Waste reduction

We acknowledge that it is most effective to minimise waste at source. We think about how products will be disposed of before purchasing.

- Studio printer cartridges must be sent back to manufacturers for refill.
- Glasses are provided for water and drinks. Do not use plastic disposables.
- Recycle as much paper as possible.
- Only print out emails etc if need hard copy. In all other instances, keep information electronically.
- Limit faxes/studio hard copy visuals where possible – supply proofs and artwork electronically where possible.

Energy and water saving

Energy production consumes valuable non-renewable resources and causes massive pollution.

- Use energy efficient light bulbs. Replace old light bulbs with energy efficient bulbs
- Switch lights off wherever possible.
- Do not leave computer equipment on over night.
- Regularly check leaky taps, pipes, toilets, heating, air conditioning, kettle, fridge and repair immediately.

Travel

We aim to reduce the impact of vehicle emissions by encouraging the application of sustainable principles to travelling and arranging meetings.

We promote public transport, car sharing, cycling or walking as the preferred form of transport for staff – we have achieved some car sharing and some cycling.

Hygiene, health and safety

While conforming to legislation, we acknowledge the worker's need for an acceptable working environment and implement greener practices wherever possible.

A 'no smoking' policy is in force.