

## Indigo Services UK Recycling and Waste Reduction Statement 2009 - 2010

We have been implementing a successful recycling policy for a number of years, and have seen a positive benefit to recycling with an active company policy on reducing landfill waste. All employees are encouraged to dispose of any waste correctly.

To encourage and assist the clients and suppliers within the sphere of our influence, to promote the same waste reduction programmes. We have created and will develop our existing Environmental Policy by minimising the production of waste through promoting resource efficiency, good working practice, economic recycling or reuse where possible.

### Specific Aims

- To continue to cultivate a work ethic with a high level of awareness of waste minimisation and recycling.
- Promote economy in the use of paper and other consumables by monitoring waste streams, and the use of electronic communication.
- Promote economy in the use of transport fuel, by encouraging management e.g. when working in the city to park the car for the day car sharing and to use public transport whenever possible, training in defensive driving techniques (target reduction per annum transport fuel 5%).
- Where reasonably practicable on replacement of current vehicles, to purchase dual fuel low emission vehicles.
- To Purchase from local suppliers where possible to reduce supplier emissions and carbon footprint
- To purchase micro technology where possible to reduce the amount of chemicals used
- To purchase water free chemicals where possible to reduce transporting water over the country
- Promote economy in the use of transport CO2s target reduction for emissions 2.5%
- Encourage the purchase of bio degradable where possible, recycled materials and those, which are suitable for disposal by recycling.
- Favour suppliers who also have positive recycling and waste management practices, and who operate according to sound environmental principles.
- Minimise waste by encouraging the exchange, and reuse of equipment and materials amongst departments.
- To continue to develop and improve a waste management strategy, which accommodates recycling procedures and initiatives.
- Continue to develop and improve the range and scope of recycling schemes.
- Encourage departments to establish local recycling schemes, which are relevant to their individual activities.
- To encourage energy conservation, by utilising space within the Romford office where 1 floor will be unoccupied/ leased off, to reduce lighting and heating.
- To encourage energy conservation, by turning off lights when rooms are unoccupied, the reduction of lighting to suit the working environment, i.e. by removing 1 tube in 4 whilst remaining within current legislation.
- Ensuring all electronic equipment is switched off over night.
- Equipment is not left on standby when not in use, only turn on machinery over the period when it is required (target reduction per annum electricity 7%).
- Reducing the use of fuel oil e.g. by reducing the temperature within Indigo office environments by a further 10 c on the thermostat (target reduction per annum fuel oil 5% unless it is deemed uncomfortable to staff or breaches the Health and Safety at Work Act 1974).
- Waste, cardboard, paper, cans, bottles and plastic are all collected, sorted and stored prior to being recycled within the Romford office. Where waste is contaminated this will be sorted again at the contractors depot.
- Batteries, circuit boards, electronic components and fluorescent tubes are segregated and sent to official reprocessing sites, as designated by current legislation and under the WEEE regs 2006.
- Toner/inkjet cartridges and mobile phones are sent annually to a nominated charity.
- Equipment that is deemed uneconomical to repair will be scraped under the WEEE Regs 2006, after being stripped of any reusable parts, which will then be stored and reused in other equipment.

## Environmental Review 2008- 2009

Targets 2009	Reduction Aims	Actual to November 2009
Recycling	None set	75% of all paper, plastic and card recycled
Use of Paper	2%	4%
Heating Oil Usage	5%	12.5%
Recycling Electrical Parts	45%	55% of all reusable electrical parts from redundant equipment recycled as spares for current machines
Vehicle CO2 emissions	5%	15%
Vehicle Fuel usage	2.5%	3.5%
Electricity Usage	5%	9.0%

Heating oil reduction has been accomplished by resetting the thermostats and reducing the daily temperature levels by 1% and reducing heating times, again this year's reduction was only achievable due to the mild wet winter.

Vehicle CO2 reduction accounted for a large proportion of fuel usage however on a vehicle-by-vehicle basis the target would still have been exceeded.

A change in suppliers has resulted in purchasing from suppliers local to our contracts has reduced the external CO2 emissions by reducing travelling to and from central warehouses and factories. In line with the change of suppliers we have also taken into our core products water less chemicals. (Most cleaning chemicals are 90% water contained in plastic packaging and sent in a cardboard box.

Solutabs are in a sachet form which is diluted on site, the solutab is approximately .01% the size of the pre diluted chemical and can be sent by post each tab is the correct dose for use) again reducing the suppliers and companies carbon foot print.

Good housekeeping regarding electricity in 2008 gave us this excellent result

Recycling of all recyclable materials used on Indigo Services UK home sites is encouraged and enthusiastically taken up by the staff, our engineering dept is taking an active part in this venture and is stripping down redundant equipment and removing all usable parts as spares for current machines, all metals are sent to the scrap yard, this has resulted in only approximately 10% of un contaminated un-recyclable parts being sent to land fill's