

# Sustainability Policy

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## Overview

The Escape has agreed these key principles that underpin our approach to sustainability:

The sustainability role is part of the core function of key posts, including procurement, office management and publications.

We aim to practice what we preach, by taking sustainability into account in all our actions and decision-making.

We will use our position/purchasing power to influence others.

## Consumption of Resources

The Escape Procedures Manual has been amended to include sustainability criteria. All suppliers now need to provide information on their environmental credentials, and this is taken into account as part of the new supplier evaluation process.

## Stationery and Printed Materials

This section includes the stationery we use within our premises, and also the paper used in our clients publications.

- All copier paper, including coloured reams for specific purposes, now comprises at least 80% recycled material and much is 100% recycled;
- All office pads (flipcharts, bound pads, shorthand notebooks etc), as well as 30% of envelopes, are now made from recycled paper;
- Filing and storage products made from recycled paper include hanging files, lever arch files, box files, document wallets and square cut folders;
- Remanufactured toners are currently being trialled;
- Double sided printing is encouraged throughout the office;
- Email footers now include a statement to encourage the reader to save paper by either not printing, or if necessary, printing double sided;
- Fax toners are donated to the Make A Wish Foundation and are collected on a regular basis.

With regard to external publications, Escape reviewed the various options earlier this year, taking into account factors such as quality, recycled content, environmental credentials of different suppliers and costs. As a result, we have switched to paper that is made from 75% post-consumer waste and 25% mill broke, and produced in an ISO 14001 approved paper mill. It is also totally chlorine free. All printers have been instructed to only use vegetable dyes in the production of Escape literature and electronic marketing materials are encouraged.

For corporate publications (e.g. annual report's & Magazine's) we use FSC (Forest Stewardship Council) approved paper from a printer that is ISO14001 certified.

In addition, The Escape now produces publication/application forms in standard sizes and shapes. This reduces wastage and also provides cost saving benefits. In exceptional circumstances where there is a creative reason and the impact of the end result will be positive, we will produce bespoke shapes or sizes. The printer user's waterless printing technology and vegetable inks.

### **Waste Minimisation and Recycling**

Bin points have been set up around the office, with fact sheets at each bin point as well as other communication and training to make everyone aware of the changes.

### **Office Energy Use**

This relates mainly to use of electricity in office equipment (computers, printers etc) and lighting. However, it is too soon to establish whether this is a sustainable trend.

A main thrust of our work is to influence behaviours to ensure that unused equipment is fully switched off. "SWITCH IT OFF" labels were applied to the electrical appliances (monitors, computers, printers & photocopiers). We are currently investigating technological solutions to minimise power consumption out of hours on IT equipment.

In terms of procurement, we have introduced a policy of purchasing the most efficient equipment. All new computer monitors have been flat screen for some time – these use less energy than the older large Square box monitors.

## Travel

The Escape systems have been updated to capture staff travel information from hard copy travel request forms and electronically via expense claims in Escape accounting software SAGE.

Internal travel policy and procedures have been updated to state how staff should be travelling to ensure that emissions are minimised. All staff have been notified of these changes and where possible public transport is used.