

## Environmental Policy

If you're searching for an "Every day is Earth day" message, then unfortunately you've come to the wrong place.

At PMI we recognise that our daily operations have an impact on the environment. We therefore seek to minimise our impact and acknowledge our Corporate Social Responsibility by changing the way we work. Why? Simply put; it's the right thing to do.

Some of the areas these changes will address include the following:

### **Our Internal Processes:**

Building (Energy/lighting, Water)  
Operations (Printing, recycling & other materials)  
Housekeeping (eco-friendly cleaning products)

### **Our External Processes:**

Shipping (our material shipments)  
Printing (bulk printing of manuals)  
Couriers (using couriers that are aware of their own impact)

We aim to comply with environmental regulations, but not by following the latest craze. We seek to implement long term strategies to help reduce our waste, create an awareness of our impact and social responsibilities.

## In-House Energy Saving

Our in-house energy saving initiatives are very simple. We aim to do things differently with simple amendments to the way we used to.

We have monitored our electricity consumption and found that lighting was the main contributor. As an SME whose services are not machine intensive our consumption was already relatively low, however we have taken small but effective measures to help reduce this.

- Change high energy halogen bulbs to very efficient, longer lasting and very environmentally friendly LED equivalents.
- Installation of movement and ambient light sensors throughout the building, to automate the use of lighting. Lights only come on when there is someone in a particular room and the light level is low
- Ensuring that everyone is doing their bit by switching off PC's and monitors at the end of the work day.
- Installing time switches on appliances and equipment ensuring that they are powered only during working hours.

## Recycling

Due to the nature of the services we provide, paper is our main source of waste; we consume a large amount daily for internal printing, invoices, joining instructions, course handouts, posters, printed e-mails and almost every other aspect of our daily operations.

### Combating Waste:

- Installing a duplex printer, which reduces the printing by ½ by printing on both sides of a sheet of paper.
- We use a shredding & recycling company to collect all the paper we use onsite and send it off to be recycled
- We only use recycled paper products across the business, including our training materials.
- We are switching to a wider range of recycled stationery (pens, pencils, etc...)
- We recycle all of our old office equipment (PC's, printers, phones etc...)

If you would like a pen or pencil then let us know! Email: [gimmeonefree@pmi.co.uk](mailto:gimmeonefree@pmi.co.uk)



## Carbon Offsetting

We are aiming to dramatically reduce our carbon emissions with the initiatives described above.

We realise that offsetting can be controversial, our view is that for emissions that can't be avoided we should support offsetting environmental charities / initiatives.