

# The AFJ Ltd Environmental Policy

**AFJ Ltd practises** the principles of the **3Rs** by:

1. **Reducing** waste where possible by thinking about what we buy and how we use it. Non-essential documents and emails will not be printed. We will annually review which internal documents and external publications are essential, if they are not they will be cancelled thus reducing waste and saving money. We will endeavour to avoid disposable cups and food packaging bought by the office and for events. We will ensure all our printing and photocopying is done on double-sided paper.
2. **Re-use** wherever possible by trying to find a second life for items especially paper and office stationery. Scrap paper will be used in printers, fax machines, for taking messages and for writing notes or draft copies of documents. We are committed to the re-use of envelopes and packaging where possible.
3. **Recycle** as the least preferred option of the 3Rs. All paper, card, glass, tin will be recycled. Food waste will be composted. Toner cartridges and inkjets will also be recycled. If office furniture or IT equipment is being replaced then AFJ Ltd will seek to have those items reused or recycled. We will use/support social economy organisations to recycle materials as appropriate.

**AFJ Ltd will buy recycled.** We will endeavour to switch all publications and general office papers to 100% post-consumer waste recycled papers, any additional purchasing costs will be balanced against reduced consumption. When purchasing other items of office equipment recycled options will be considered.

**AFJ Ltd** will seek to minimize the use of **energy** in its activities. For example lights and equipment will be switched on only when needed and not out of routine.

