



Oxon Security Home Counties UK Limited

Sustainability Policy

Ver01 January 2011



Oxon Security Home Counties UK Ltd is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to Oxon Security's professional activities and the management of the organisation. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

Principles

Our Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

Practical steps

In order to put these principles into practice we will consider the following aspects of our activities:

Transport

- Walk, cycle and/or use public transport to attend meetings, site visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.
- Travel to mainland Europe within a 500km radius (excluding Scandinavia) normally will be undertaken by train.
- Include the full costs of more sustainable forms of transport in our financial proposals, rather than the least cost option which may involve travelling by car or air.
- Where the only practical alternative is to fly, we will include costs of appropriate offsets.
- Avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners.
- To reduce the need to travel to meetings and elsewhere, and facilitate regular client contact, we will provide a web cam to clients free of charge for the duration of a project where appropriate.
- Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc, and promote the use of public transport by locating our offices in accessible locations.



Purchase of equipment and consumption of resources

Minimise our use of paper and other office consumables, for example by double-sided all paper used, and identifying opportunities to reduce waste.
As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.
Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
Purchase electricity from a supplier committed to renewable energy.
Seek to maximise the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes.
Ensure that timber furniture, and any other timber products, are recycled or from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified. Purchase fair-trade and/or organic beverages.

Working practices and advice to clients

Undertake voluntary work with the local community and / or environmental organisations and make donations to seek to offset carbon emissions from our activities.
Ensure that any associates that we employ take account of sustainability issues in their advice to clients.
Include a copy of our Sustainability Policy, whenever requested, in our proposals to clients.

Monitoring and reporting

Our Sustainability Policy are monitored and reported on annually (from January 2009), against the objectives, targets, indicators and targets as detailed below.

Sources of impact Objectives Policies and Targets Indicators Actions (2010)

Office energy consumption

To minimise energy consumption
To minimise the impact of the energy used by supporting renewable energy sources
All lighting to use low energy bulbs
As office equipment is replaced, purchase the most energy efficient equipment when compared with alternatives of a similar cost and performance
Maximise the proportion of electricity used from renewable energy sources, whilst also supporting investment in new renewable energy schemes.
Total carbon dioxide emissions from PWL office energy use and average per FTE and £ turnover
Total Oxon Security office energy use and average per FTE and £ turnover
Proportion of total Oxon Security electricity used from renewable sources
Ensure computer equipment is set to go to standby when left for a short period and equipment turned off at night where practical
Install thermostat for heating, if practicable



Develop target for the proportion of electricity from renewable and investment in new schemes. Produce advice for employees.

Paper

To minimise paper use

Total paper consumption per FTE will not increase

Total direct paper consumption and average per FTE and £

Baseline for monitoring paper use to be established and paper use

To minimise the impacts of producing the paper used

All direct paper consumption will be on 100% recycled paper

50% of paper consumption through print orders will be on recycled paper

All new printers to be capable of duplex printing

Produce advice for employees

Waste generation

To minimise the amount of waste generated

To maximise the proportion of waste recycled

All waste office paper and toner cartridges will be recycled

All glass, cans and plastic bottles will be sorted and recycled

All redundant office equipment will be sold or donated for reuse or recycled

As office equipment is replaced, purchase the most resource efficient equipment (e.g. toner waste etc) compared with alternatives of a similar cost and performance

Number / weight of bags of rubbish generated per annum and average per FTE and £ turnover

Number/ weight of bags of paper recycled per year

Develop system to record waste generated

Water use

To minimise office water use

As equipment is replaced, purchase the most water efficient equipment when compared with alternatives of a similar cost and performance

Review measures that could be taken to reduce water use

Produce advice for employees

Working environment

To reduce the impact of emissions / toxins from office equipment

Create a healthy working environment – including having plants in the office

Consumption of other products

To reduce the impact of beverages purchased and to support FairTrade

To reduce the impact of products purchased (including product miles)

100% of tea and coffee purchased FairTrade



All waste bags to be made from recycled and / or biodegradable plastic
Use re-used office equipment where practical

Local community

To support local businesses and contribute to our local community and the environment

Purchase products and use suppliers locally wherever practical

Two days voluntary work by every employee per year

Date: 4th January 2011

Signature:

For and on behalf of Oxon Security Home Counties UK Ltd