



## **Carney Jones Ltd Environmental and Waste policy**

We are **legally responsible** for ensuring that waste our business produces or handles is stored, transported, treated, reprocessed and disposed of safely. This is our duty of care.

Without breaking any legal obligations requiring us to have 'printed documentation'.

- We aim to be as close to a 100% paperless office as possible.
- We have put electronic systems in place to reduce as much paper usage as possible.
- Where possible, all paper purchased is 100% recycled.
- Where possible, all paper intensive systems such as invoicing and payroll have been automated online.
- Where possible all utility purchases are on line.
- From our financial year end 2006-2007 we are pleased to announce 100% invoices, remittances and sub-contractor paperwork was handled electronically and still remained compliant with our accountancy practices.
- All suppliers have been encouraged to forward paperwork by email. Now 90% of suppliers respond electronically.
- The majority of our banking is conducted on line.
- We shred and dispose of all paper waste on site. We have adopted a green policy and compost shredded paper.

### **WEEE goods**

The Waste Electrical and Electronic Equipment (WEEE) Regulations apply to almost all businesses.

Carney Jones Ltd old PC's and peripherals are donated to charity compliant with 'The Waste Electrical and Electronic Equipment (WEEE) Regulations' as recommended by Groundwork <http://www.groundwork.org.uk> Old PC's are donated to the Cooke Foundation. <http://www.celfd.co.uk/recyclingscheme1.html>

The Cooke Foundation works in an active partnership with Babington Community Technology College, the community college for Beaumont Leys, Leicester. It aims to bridge the 'digital divide' by supporting and encouraging local families to embrace the principles of lifelong learning and to strengthen pathways into employment.

The Waste Electrical and Electronic Equipment (WEEE) Regulations apply to electrical and electronic equipment (EEE) in 10 categories with a voltage of up to 1000 volts for alternating current or up to 1500 volts for direct current.

Carney Jones Ltd have minimal WEEE waste, what we do have is disposed of appropriately at Blaby District Council recycling centre, Enderby, Whetstone, Leicester.

### **Energy efficiency**

We have a simple but efficient energy management policy based on publications from the Carbon Trust and advice from Third Stone Ltd, an advisory service working primarily in reducing the use of energy in buildings and organisations within the commercial, public and domestic sectors. <http://www.third-stone.co.uk>