



Environmental Policy

Mission Statement

The Arch-Way Project recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will strive to use pollution prevention and environmental best practices in all we do. We will encourage customers, suppliers and other stakeholders to do the same.

Responsibility

Gary Flowitt, CEO, is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Policy Aims

Paper

- We will minimise the use of paper in the office;
- We will use electronic methods of communication and administration wherever possible;
- We will seek to buy recycled and recyclable paper products;
- We will reuse and recycle all paper where possible.

Energy and Water

- We will seek to reduce the amount of energy used as much as possible;
- Lights and electrical equipment will be switched off when not in use;
- Heating will be adjusted with energy consumption in mind;
- The energy consumption and efficiency of new products will be taken into account when purchasing.

Office Supplies

- We will evaluate the environmental impact of any new products we intend to purchase.

- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle whenever possible;
- We will look to source recycled or second-hand products where practicable.

Transportation

- We will reduce the need to travel, restricting to necessity trips only;
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing;
- We will make additional efforts to accommodate the needs of those using public transport or bicycles.

Maintenance and Cleaning

- Cleaning materials used will be as environmentally friendly as possible;
- Materials used in office refurbishment will be as environmentally friendly as possible;
- We will only use licensed and appropriate organisations to dispose of waste.

Monitoring and Improvement

- We will comply with and exceed all relevant regulatory requirements;
- We will continually improve and monitor environmental performance;
- We will continually improve and reduce environmental impacts;
- We will incorporate environmental factors into business decisions;
- We will increase employee awareness through training;
- We will review this policy and any related business issues at our monthly management meetings.

Culture

- We will involve staff in the implementation of this policy, for greater commitment and improved performance;
- We will promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner;
- We will train, educate and inform our employees about environmental issues that may affect their work;
- We will use local labour and materials where available to reduce CO₂ and help the community.

Signed:	Gary Flowitt		01/07/2020
Position:	CEO		
Date for review:	01/07/2024		