

Fast Forward PM: 'Green' Policy.

At *Fast Forward Project Management* we take our impact on the environment very seriously and continually make an effort to reduce, reuse and recycle our waste in order to preserve scarce resources and help to reduce the overall impact on our planets environment.

Whenever possible we will use "green" office products, so do not be offended if our letterhead stationery, quotes, invoices, reports and other documents are produced on recycled paper rather than high quality, heavy weight paper.

We will:

- Reduce the resources we consume and conserve energy, water and other resources.
- Minimise the generation of waste and implement recycling methods.
- Use electronic rather than paper means of communication where possible.
- Make our training / course material re-useable wherever practical.
- Reduce our paper consumption by double-sided photocopying and printing where possible.
- Work from home whenever possible.
- Develop green travel plans and adopt greener business travel practices – including car sharing and use of public transport for meetings at Clients premises.
- Make use of telephone, audio conferencing, email and other technology rather than arrange face to face meetings where it is feasible.
- Ensure our business vehicles are regularly serviced to ensure that emissions are within legal limits and that the fuel system is running efficiently.
- Buy goods and services which reduce environmental impact where practical.
- Minimise the use of toxic and environmentally damaging materials.
- Keep office temperatures at the lowest comfortable level.
- Turn off computers, printers and other electrical equipment when not in use.
- Make this policy available to interested parties.
- Review this policy periodically to take account of changes in legislation, government policy or other internal or external factors.

Recycling

We will:

- Use recycled paper for our letterhead stationery, quotes, invoices, reports and other documents where practical.
- Re-use our scrap paper for notebooks in the office and at home prior to recycling.
- Recycle our printer cartridges with charitable proceeds going to The Dogs Trust.
- Separate out waste paper, plastics, metal, cardboard, glass and packaging and recycle via local collections.
- Purchase and use recycled and recyclable materials and avoid products or materials which are excessively packaged where possible.
- Only use disposable products when absolutely necessary.
- Encourage recycling among our colleagues, clients and suppliers – sharing knowledge and best practices.