

Fast Forward PM: 'Green' Policy.

Fast Forward Project Management recognises that our work may have a direct or indirect impact on the environment. We take our 'Green' commitment 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 planet's 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.

Our code of practice on waste and the environment means that we will:

- Reduce waste.
- Reuse our training / course material wherever practical.
- Recycle where possible.

We will minimise the resources we consume and conserve energy, water and other resources through a combination of:

- Using electronic rather than direct mailing wherever possible.
- Making use of telephone, audio conferencing, email and other technology rather than arrange face to face meetings where it is feasible.
- Reducing our paper consumption by double-sided photocopying and printing where possible.
- Working from home whenever possible.
- Developing green travel plans and adopting greener business travel practices – including car sharing and utilising public transport.
- Ensuring our business vehicles are regularly serviced, ensuring that emissions are within legal limits and that the fuel system is running efficiently.
- Considering and purchasing goods and services which reduce environmental impact.
- Minimising the use of toxic and environmentally damaging materials.
- Keeping office temperatures at the lowest comfortable level.
- Turning off computers, printers and other electrical equipment when they are not in use.
- Making this policy available to other interested parties.

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.
- Recycle computers, mobile phones and other electrical equipment.
- 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.
- Only use disposable products when absolutely necessary.
- Encourage recycling among our colleagues, customers and suppliers – sharing knowledge and best practices.

We will review this policy periodically to take account of changes in legislation, government policy or other internal or external factors.