

# Environmental Policy

**Company Name:** Libby Fordham Pty Ltd

## Overview:

Libby Fordham Pty Ltd is a small business operation employing two people. It operates from a home/office situation. It is striving to continuously reduce its environmental impact on the globe. We support businesses with a similar environmental commitment.

## Waste Commitments

The organisation is committed to reducing waste in the following ways:

- Proper disposal of mobile phones, laptops and computer hardware, as well as proper disposal of batteries through accredited means.
- Working towards a paperless office by the reduction of printed items and the storage of archived documents in softcopy.
- Where printing is inevitable, choose to print on both sides of the paper.
- The inclusion of a 'Do you really need to print this email' reminder within the signature of each company email.
- The use of recycled paper and the recycling of paper products and any organic or biodegradable waste. Where possible dispose of food scraps in the worm farm located at the business.
- Use of environmentally friendly cleaning products which facilitate refills and the use of traditional cleaning products found within the pantry, e.g. vinegar
- Reuse of office products where possible – recycling of boxes for other means, envelopes and packaging, as well as bubble wrap that is sent into our office.

## Energy Commitments

The organisation is committed to reducing energy use in the following ways:

- Keeping heating and cooling to between 18-20 degrees Celsius.
- The primary use of natural light within the working area, through the provision of windows and skylights and secondary, where light is required, the organisation used energy efficient globes.
- The supply of energy is provided under a Green Earth plan by Origin Energy.
- Major appliances and computers are turned off at the switch at the completion of the business day.

- Exterior sun blinds are utilised to reduce heat into the working environment therefore reducing the need to use air-conditioning.
- The vehicles used within the business are regularly serviced to ensure optimal performance.
- When doing business in the city we use Park and Ride and then walk the city instead of taking the car. Where there's a need we use public transport.
- Where appropriate we undertake conference calls via telephone and use Skype as a teleconferencing mechanism to reduce the need to travel.
- When purchasing equipment we choose products with a high energy efficiency rating.

### **Water Commitments**

The organisation is committed to reducing water use in the following ways:

- Water saving devices are fitted throughout the working environment
- Actively work towards remaining under water usage targets as cited by Melbourne Water
- Fix dripping taps immediately
- Facilitate ways where water can be recycled – to water plants etc

If you would like to comment further on our environmental policy, please contact us at via our contact page at [www.libbyfordham.com.au](http://www.libbyfordham.com.au). This policy is available on our website.

- Introduce steps to reduce water use.
- Encourage employee input into business decisions and initiatives