

## Environmental Policy

---



*Letter from Richard Francis, Practice Director*

*AWW is committed to designing and delivering projects founded on principles of sustainable development that are socially, economically and commercially robust and credible. We hold accreditation to ISO 14001.*

*We always strive to promote ecological values and the conservation of energy through careful consideration of the site's conditions and orientation, and the integration of passive design measures with renewable energy and material sources.*

*This commitment is defined within our overall management policy to ensure that the environmental impact of, and response to, each project is appropriate to its nature, scale and design brief.*

*We have in place a framework for setting and receiving our environmental objectives and targets which are documented, implemented and maintained through our Integrated Management System, of which our ISO 14001 forms a part. This includes our commitment to continuous improvement, prevention of pollution and compliance with legal and other requirements as applicable.*

*All members of staff share this commitment which is complemented by in-house initiatives, including waste minimisation and recycling.*

Signed: 

Director - For and on behalf of AWW

Dated: 5th July 2011

# Environmental Policy

---

## Policy

AWW has a firm commitment to ensuring that environmental considerations are taken into account in every process which the company undertakes. This policy is integrated with the company Business Management System and therefore fully incorporated throughout our business in our client design services, employee welfare, energy use and waste management systems. We recognise that this requires equal commitment not only from management but all employees, and individual involvement and support is therefore at the heart of the policy.

## Accreditation

AWW has been accredited with the Environmental Standard ISO 14001 for all three offices since July 2008 and undergoes bi-annual independent auditing from BM TRADA. This ensures that standards of environmental compliance are being maintained in all areas and also that there is a continual drive to improve.

The audit examines:

- Our Environmental Management Plan which covers internal processes such as recycling, sustainable commuting and travel, energy and resources costs. It records performance and recommends areas where there is scope for improvement. It also includes aspects of employee welfare in relation to the office environment.
- The services we provide to our clients in terms of the quality of sustainable design, how it matches up to our stated aims. AWW is committed to delivering sustainability, whether as part of a project or through our own day-to-day business activities.

Improving environmental performance requires change, and change requires senior management support; to this end we have a sustainability team with a Director in Charge and a dedicated Environmental Management Officer.

Regular sustainability meetings are held to review company policy and procedures, ensuring continuing development, with a signed commitment from the Directors of AWW towards minimising the adverse environmental impacts of our company.

All members of staff share this commitment, which is complemented by the following in-house initiatives:

- Paperless office
- Reduction in printing
- Membership of Bristol Green Capital and The Green Register of Construction Professionals
- Reduction in energy use
- Natural lighting where possible
- Waste recycling
- Eco-Water
- Sustainable travel
- Telephone conferencing
- Training on sustainability issues.



# Environmental Policy

---

## Paperless office

We are implementing a paperless office through processes and procedures to minimise the printing of emails, email attachments and other associated correspondence. Our IT software includes a file management system which automatically files electronic copies of all emails correspondence to each job file. No 'file copy' of any correspondence is printed, relying on our electronic files only. Paper printing is actively discouraged and we have reduced our filing year on year by 20% over the last 3 years.



## Reduction in Printing

All computer default settings are set to print only in black and white. Staff have to specifically choose the colour option if this is required. Printers, where available, are set to print double sided. Where draft copies of documents are required staff are encouraged to recycle paper and print on the reverse side. Purchased paper is mostly 100% recycled, except in the case of large format paper where recycled is not suitable. As an alternative, we source paper that itself carries the 14001 standard.

## Bristol Green Capital

In 2010 we joined 'Bristol Green Capital', a network of local businesses committed to sustainable practice and are members of the Green Register of Construction Professionals.



## Reduction in Energy Use

Various initiatives to conserve energy have been implemented across the company. These include computer screens set to switch to energy saving mode after a period of non activity. Radiators are controlled locally, blinds are kept open to utilise natural light and any new equipment purchased is energy rating assessed to ensure the most energy efficient item is acquired. Staff are reminded to switch off their computer monitors and any other electrical equipment in use at the end of each day.



## Lighting

We have replaced all lightbulbs throughout our offices with energy efficient ones.

## Waste Recycling

There are dedicated bins in each staff kitchen segregating different types of materials. Individual recycling bins are provided for cardboard, plastic (bottles, bags etc), cans/metal and glass. There are also paper recycling bins throughout the office in various locations near to desks and photocopier points. Our building Management has a contract with EWS Ltd for all recycling.



Where we have samples or items surplus to requirements that would be useful for educational or recreation purposes we offer these to a local initiative called Scrap Store. This is a charity that collects safe waste from business which can be re-used as a low cost creative resource by local groups working in creative play, care, educational and therapeutic settings.

## Eco-Water

We have installed an Eco-water heater in our staff kitchen as an alternative to continually using kettles.



# Environmental Policy

---

## Sustainable Travel

All three of AWW's offices are centrally located next to good public transport links. These include main railway stations, London underground and bus routes. By strategically choosing these locations we can ensure the better use of public transport for both our staff and clients over the use of private cars. Throughout 2009 AWW's fuel bills for petrol attributed to travel to meetings and site visits dropped, indicating less use of company vehicles.

There is limited parking available for staff and the vast majority of staff use some form of public transport, walk or cycle to work. There are company pool vehicles for use by staff for company business. These are modern, fuel efficient vehicles such as the Smart car and the Honda Civic hybrid.

## Telephone Conferencing

Telephone conferencing is widely used throughout the company as an alternative to travel.

## Training on Sustainability Issues

All staff are familiarised with our Environmental Management System (EMS) and Environment Policy on commencement of their appointment with the company. They are made aware of our objectives and targets and are required to join in with the commitment to reducing our environmental impact.



# Carbon Management Policy

---

AWW is committed to delivering projects that consider our impact on the environment at all stages of the design process and in managing our carbon we undertake the following:

- Bi-annual internal audit of AWW environmental policy and the services we provide
- Bi-annual independent auditing from BM TRADA
- Allocation of clear responsibility for achieving these policy aims
- An annual independent external Green Audit assessment
- To identify opportunities to reduce Co2 by:
  - o Making our activities more efficient
  - o Making our activities greener and cleaner
- To aim to work with ISO 14001 and ISO 90001 service providers who share our environmental and social responsibility philosophy
- To involve and encourage our staff to engage in environmental activities
- Green Transport Initiatives. All our offices are located near stations and we encourage our staff to either cycle or use public transport. All offices have excellent shower and changing facilities for cyclists and secure cycle storage.

Our Bristol office operates a pool car systems utilising a Hybrid Honda Civic and a Smart Car. This action plan is aimed at reducing waste, increasing efficiency and identifying savings whilst embedding good environmental management into all of our activities. AWW no longer use Carbon offsetting, instead we actively work to reduce our emissions. We do however plant a tree for every project in which we are involved.

In 2010, AWW joined the 'Bristol Green Capital', a network of local businesses committed to sustainable practice.

Nigel Coates  
ISO 14001 Co-ordinator

Dated: 5th July 2011

