

## Sustainability Policy

We are committed to operating our small, independent freelance business in a way that is mindful of the environment, and taking action to keep our impact on the earth's resources to a minimum.

To help us do this, we pledge to:

- only use 100% renewable electricity from Octopus to power our equipment
- recycle all paper, ink cartridges and other recyclable materials
- minimise paper waste by only printing documents when necessary – and always using both sides of the paper
- use FSC certified paper for the printing of any business stationery
- layer up before putting on the heating
- minimise the use of water and energy to reduce our carbon footprint
- have video meetings where possible to avoid the carbon cost of travel
- use public transport to attend meetings and events, where possible
- support environmental charities, including The Woodland Trust
- work with local suppliers who share these values, where possible