



Tribes Office Environmental Policy

The directors and staff of Tribes are committed to work in ways which are as environmentally friendly as possible. In the UK office the following guidelines are followed.

1. Rubbish:

- a. Desk bins are for paper only and are emptied into the paper recycling bin on site.
- b. We can recycle plastic, glass and tins – which should be put in the bin under the dishwasher.
- c. Other rubbish to be put in general bins – one in each room.
- d. Encourage suppliers (such as Neat Ideas) not to use so much packaging for deliveries. Consider using someone else if they don't change.

2. Paper:

- a. Print and photocopy on both sides of paper.
- b. Re-use paper only used on one side, eg as scrap notepaper, or to print on.
- c. Use of recycled or sustainable source paper products wherever possible.
- d. Using our website as our main source of client information also reduces paper usage dramatically.
- e. Keeping documents down to the minimum if possible eg if document goes on to a third page, consider reducing typeface to keep on 2 pages.
- f. No printing of documents which can be proofed just as well on screen as on paper.
- g. Email memos and requests rather than print.

3. Natural Resources and Energy:

- a. Turn off lights and use natural light only when possible (most of the time in summer months due to naturally well-lit office).
- b. Turn off heaters when not needed. Keep heat down to a reasonable level (about 21°C).
- c. Turn off computers at night if not needed.
- d. Don't overfill kettle - these are hugely energy wasteful items.
- e. Use environmentally friendly products to reduce pollution, eg Ecover washing up liquid.
- f. We provide a large water purifier so that bottled water need not necessarily be bought (reducing plastic waste).

4. Fair Trade and people friendliness:

- a. Buy fair trade tea, coffee, sugar.
- b. Try to let local people know about fair trade travel – eg talks to local school.

5. Improvements:

- a. Everyone at Tribes is encouraged to suggest any improvements we could make as regards office environmental policy or the wider RT policy.