



Green Office Policy

2008

As a practice, specialising in sustainable architecture and research, we endeavour to apply our professional skills to the environment in which we work and the way in which we undertake our day-to-day activities. "Practicing what we preach" reinforces the Arc ethos and demonstrates our overall commitment to achieving a healthy, sustainable environment.

1.0 TRANSPORT AND GETTING TO WORK:

We endeavour to promote environmentally friendly forms of transport wherever possible

1.1 Cycling or walking is the first means of transport considered when practical for commuting to work, with accommodation provided for bicycles.

1.2 Where flight is the only practical means of transport, contributions are made for carbon offsetting, which is in addition to standard emissions taxation on flight.

2.0 ENERGY:

We aim to reduce the amount of energy we use as much as possible, with our day-to-day activities carried out with energy consumption in mind:

2.1 Computers, lights, copiers and printers are switched off when not in use and heating and ventilation is used effectively and efficiently with reducing energy consumption in mind.

2.2 The energy consumption of new equipment will be assessed when making purchasing decisions.

3.0 RECYCLING:

All paper and other products (such as glass, metals and plastic) that can be recycled are routinely separated, distributed to a local recycle centre for collection.

3.1 We endeavour to make anything that we send out to our clients as recyclable as possible and to have them recycled whenever this is possible.

3.2 When buying new products, their recyclability is a key factor.

3.3 We liaise with our clients, customers and suppliers to make environmental issues an important part of our operations.

4.0 REDUCING CONSUMPTION:

We endeavour to consume the minimum resources necessary to run the practice.

4.1 We communicate electronically where possible, rather than by paper.

4.2 Internal office communication is primarily done verbally or electronically. Printing is only done so where absolutely necessary.

5.0 OFFICE SUPPLIES:

Arc uses environmentally conscious products where possible; purchased from certified suppliers, whose own policies stand in line with ours.

5.1 We reduce the amount of office supplies we use and only buy what we really need.

6.0 OFFICE MAINTENANCE AND CLEANING:

All products used for cleaning and office maintenance have limited or no impact on the environment:

6.1 Office cleaning and maintenance is as environmentally friendly as possible.

6.2 Cleaning products and hygiene services are assessed for their environmental performance.

6.3 Any new office or refurbishment decisions will take the environment into account, including decorating materials and office furniture.

** These policies are reviewed annually to ensure we maintain our focus on promoting and practicing a healthy, sustainable environment.*