



## Elite Support Services Environmental Charter

*Our company is committed to contributing to global efforts to cut dangerous CO2 omissions and have drawn up our Environmental Charter for its employees and where possible encourage our partner clients and suppliers to do the same.*

Whilst at work with Elite Support Services we commit to minimising environmental impact by means of the following practical measures:-

Setting all printer defaults to print double-sided unless a client or regulatory body explicitly requires documents printed single-sided.

Providing documents electronically where ever possible and only print to paper when it is necessary to do so.

Ensure that all paper supplies are recycled or that the paper is manufactured from sustainable sourced forests.

Switch off Laptops, PCs & Monitors overnight unless an explicit communication from IT support requesting them to be left on is received.

Check lighting and ensure that they are turned off lights in the office by the last person to leave.

Use an email footer stating the line: 'Consider the environment – do you really need to print this document'.

Where possible avoiding travel to face-to-face meetings when teleconference, web conference or video conference options are available and feasible.

Consider the most environmentally responsible transport in the event that any business travel or journey is required.

Whenever practical consider re-using or recycling office supplies including catering packaging & materials if hygienically suitable.

If possible, supplying "fair-trade" commodities such as tea, coffee and biscuits and evaluate our existing and potential suppliers with regard to their own Environmental programme.

Where possible, use hydro-tap apparatus rather than the kettle to make hot drinks.

Develop appropriate recycling facilities across all supplies and services for the office.

Provide a hand towels or electric hand-dryer instead of paper towels to wash and dry hands within the workplace.

**Elite Support Services [London] Limited**