

AA Global Language Services

Environmental Policy Statement & Practice

AA Global Language Services is committed to adopting and promoting environmental good practice in all their operations, and require the same commitment from sub-contractors that are employed on commissioned research projects, thus continually improving the environmental performance.

Specifically, AA Global will:

- comply with all relevant legislation, Government policies and standards of good practice for environmental management;
 - seek to minimise the adverse environmental impacts of new buildings, office refurbishments and landscape changes, through good specification and design;
- make efficient use of natural resources, including gas, electricity and water;
- operate effective arrangements for the reduction, reuse and recycling of waste, and for the safe storage and disposal of waste that cannot be avoided;
 - work in partnership with contractors to promote effective environmental supply management; to help support our policy to prevent pollution
 - work with contractors to reduce adverse environmental impacts associated with travel, including encouraging the use of more environmentally friendly forms of transport;
 - facilitate the effective implementation of any environmental policies and procedures by providing appropriate information and briefings to contractors.

To achieve the above, AA Global Language Services recognises that they must have a good understanding of the environmental impacts of their operations, and has in place realistic objectives and targets for the reduction of any adverse impacts arising from an impact assessment. This policy is reviewed on an annual basis at a quarterly Board Meeting.

ENVIRONMENTAL PRACTICE

Where applicable we recycle paper documents. We recycle computer/electronic equipment and printer ink and shred and compost non-confidential paper printouts and documents.

We reuse all envelopes and paper, where possible. Most work-in-progress print outs are put through the printer a second time for use on printing working drafts. Confidential print-outs of drafts are shredded and composted.

We separate all other waste materials such as cardboard, glass, cans, and plastics and they are put in separate recycling bins for local authority collection.

We monitor our suppliers to ensure that adopt environmentally friendly practices.

We do not use a car to get to work and if possible, we use public transport in executing projects and encourage any sub-contractors to do the same.

We monitor our water & energy use – and no equipment such as printers or shredders or computers are left on standby mode out of office hours.

Electric lights are only on in rooms in use and are not left on overnight.

Some old computer equipment (scanners and printers) are offered to local charities for use or through the Freecycle website.

We keep a watching brief on environmental websites such as the Energy Saving Council for new products and methods of environmentally friendly practices.