



## Personal Environmental Commitment Agreement

We at Area Sq are committed to minimalising our impact on the environment. To make this happen, we are working towards an ISO14001 accreditation that acknowledges our improved systems and processes.

We require our staff to work within this new operational framework to enable the continued success of our initiative. The framework addresses the key issues of **energy**, **waste** and **carbon** by continuously improving the following five key areas:

1. Energy efficiency
2. Paper use efficiency
3. Packaging minimisation
4. Recycling (leading to reduced waste to landfill)
5. A sustainable supply chain

By addressing these issues we intend to become a truly sustainable and environmentally aware organisation. We therefore require you engage in positive green housekeeping practices at all times. These include the following:

- Electricity use – please power down and/or switch off electrical appliances on office departure if/when appropriate i.e. evenings, weekends
- Office technology energy efficiency features to remain as per setting(s)
- Please avoid over-filling kettles
- Optimal use of print paper i.e. double-sided paper, always collect/utilise
- Print cartridges to be recycled
- Electronic (as opposed to paper) archiving of documents and notes
- Endeavour to issue electronic O&M manuals unless stipulated otherwise
- Recycling – please place all recyclable materials in bins provided
- Travel – please plan ahead and use public transport car share if possible
- Further specific environmental training will be undertaken where necessary
- Finally, think green, if you know it makes sense do it

By signing this agreement I agree that I have read and understood this document and am making a personal commitment to minimise both my own and Area Sq's environmental impact.

Employee Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_