

diversity  
social responsibility  
equality  
health  
environmental **policy**  
safety  
modern slavery  
continuity  
policy





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## Going green? **Think** environmental policy

### **AIMS OF THIS POLICY**

To set out how, as a responsible company we intend to recognise that our operations have an impact on the environment, and develop sustainably.

### **OUNO HAVE COMMITTED TO**

- Seeking to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all our own activities and, where possible, by our influence over others.
- Reviewing all our policies, services and activities and acting wherever necessary to meet this commitment.
- Substituting polluting substances with more sustainable alternatives wherever possible.
- Recycling, reclaiming or reusing waste.
- Reusing resources wherever possible rather than disposing of them.
- Wherever possible, printing only using FSC certified or recycled stock and working only with printers who only use vegetable based inks.



Everyone  
loves a  
happy  
ever after.



- Striving to ensure only the latest printing presses and equipment will be used which consume less energy helping to reduce CO2 emissions.
- Actively encouraging the use of digital alternatives to printing our clients' materials.
- Actively demonstrating the associated environmental benefits of this with our own marketing materials and documentation.
- Endeavouring to work solely with suppliers who can demonstrate a clear environmental policy.
- Encouraging and advising on the use of recycled and environmentally responsible materials by our clients.
- Only using couriers who have a commitment to cutting carbon emissions.
- Encouraging our landlords also to operate a clear environmental policy in line with our own.
- Ensuring staff are trained to understand their role in minimising the environmental impacts of their activities.
- Ensuring all freelance or temporary staff receive a copy of, and understand, our environmental policy so they can respond accordingly when on our premises or working for Ouno.

#### **THE HUB, FARNBOROUGH BUSINESS PARK**

Ouno Creative operates from a serviced office complex – The Hub – within the modern Farnborough Business Park. Our building won the 2007 BCO Award for a refurbished/recycled workplace and has won plaudits for its approach to sustainability and the environment. We enjoy several green benefits such as:

- Organised recycling of printer cartridges, waste paper and mobile phones
- Energy efficient lighting fixtures and automated lighting control systems

- Energy efficient heat management system
- Shuttle bus service plus network of extensive cycle lanes
- Free use of 'eco-bicycles' for local transport

#### **WE ARE COMMITTED TO IMPROVING OUR GREEN CREDENTIALS.**

##### **We have taken the following steps over the last ten years**

- All stationary is now printed on 100% recycled paper
- All printer cartridges, waste paper/cardboard and some plastics are recycled
- Paper is reused by creating sketch pads using blank sides of old print outs and by re-printing onto blank sides
- Coffee grounds are composted
- Old computer equipment is routinely donated to the charity Computer Aid International, for re-use in developing countries.
- Consistently recommending FSA-approved paper stocks to clients
- Initiating the DfT 'Cycle to Work' scheme for staff
- Promoted digital formats to clients as a greener alternative to printed magazines and newsletters
- Creating and publicising our company environment policy to staff and any interested parties on our website.

Last reviewed July 25 2023