



## Environmental Policy Statement

We recognise our business activities have direct and indirect environmental impacts and that we have a duty to manage these in a reasonable manner. We are committed to continuous improvement to minimise our impacts on the environment.

Compliance with all environmental legislation pertinent to our activities is a minimum requirement and an integral part of our policy. Our key areas for controlling environmental impact are:

**Individual Responsibility** Environmental protection and waste minimisation is the responsibility of every employee.

**Recycling** All waste paper, old magazines and printer toner cartridges are sent for recycling. Used batteries are also collected for recycling, with staff encouraged also to bring batteries from home.

**Paper Use** The majority of non-telephone communication is via e-mail. All internal memos and messages are issued electronically. Incoming faxes are received electronically, and outgoing faxes are sent electronically where practical. Staff are encouraged to minimise printing off hard copies.

**Energy Use** The use of energy for lighting and heating is regularly audited. We have a policy of switching off all lights and electronic equipment when not in use, and particularly at evenings and weekends – including computers, printers and photocopiers. All heating is thermostatically controlled and set to switch off at evenings and weekends.

**Transport** use of non-car transport is encouraged, with 60% of our staff using alternatives such as walking, cycling and public transport for travelling to work. Public transport is encouraged for off-site transport where feasible and visitors are routinely made aware of public transport links.

**Communications** The majority of (non-verbal) external communications are by email and electronic fax. All (non-verbal) internal memos and messages are electronic. These policies reduce the use of paper and of post –related transport.

**Suppliers** Wherever possible supplies and materials are sourced locally to minimise transport impacts and support the local economy. We normally ask our suppliers to affirm their own environment policies.

We readily accept our corporate commitments and continuously work to develop our responsibility in all environmental, social and community issues

Waterview House, 37 The Shore  
Edinburgh EH6 6QU

Tel: 0131 473 3456  
[www.spiritmediaworks.co.uk](http://www.spiritmediaworks.co.uk)

Registered in Scotland No: SC226495  
VAT No: 789863542

