

/environmental policy

CragRats aim is Carbon Neutrality. It is one of CragRats' aims that it and all the organisations it works with become truly sustainable. Environmental awareness is a key part of that sustainable development and this is taken very seriously at CragRats.

CragRats endeavour to minimise negative and maximise positive effects on the environment as a result of our activities, integrating the consideration of environmental issues into decision making processes and achieving an appropriate balance between short-term economic and the longer-term environmental needs of our activities and the environment and cultures that CragRats comes into contact with.

In the last six months CragRats has employed key staff member and part-time receptionist Jill Hayfield as CragRats Environmental Action Co-ordinator (EAC). This is a new role with the remit of assessing current environmental practice and introducing new initiatives to reduce the CragRats' environmental impact. Jill ran Holme Castle, a high quality Hotel in the Holme Valley, on environmental principles for 22 years and won two awards; BBC TV Country File and Radio 1 "The Big Green One" in 1993 as the Greenest business in Britain; and also a local authority "Kirklees Environment Initiative" Business Award in 1992.

One of the most important parts of the EAC's role is to communicate all initiative to the company and to encourage a culture of awareness of environmental issues within the organisation.

Emissions (Air and Water)

Water

All water used is metered. The EAC is currently monitoring metered water on a monthly basis at all three sites. Ideas are to be introduced for minimising water usage over the next three months, including:

- Signs in actors accommodation (bathrooms) to request that actors do not leave water running while brushing their teeth or washing hands and face.
- Signs in all kitchens to ask staff and actors to be aware of not wasting water.
- Hogs in the bogs! Jam jar in old-style toilet cisterns to reduce amount of water used in every flush. Where new toilets are fitted we procure dual flush loos – allowing the choice between a small or larger amount of water. These dual flush toilets are already fitted in the Brasserie and in the Mill's conference room.

Air

Fuel emissions are monitored and initiatives are underway to reduce fuel emissions through energy efficiency in CragRats buildings and the minimal use of private transport. The following measures are in place:

- It is company policy that car sharing is practiced wherever possible.
- We encourage drivers to use low sulphur diesel.

- Gas-fired central heating boilers are regularly serviced to ensure they are running efficiently and therefore minimising emissions.

In addition the following measures are underway:

- The EAC is currently monitoring fuel in all company vehicles. When statistics have been collated we can then analyse usage and encourage staff to drive more fuel efficiently based on the findings eg: move through gears to fourth gear as fast as possible and drive more slowly (50 mph).
- The EAC is taking advice from the Energy Saving Trust on a health check for our fleet. It will look at the benefit of cleaner vehicles and also the development of a travel plan (public transport/car sharing to work).
- The Energy Saving Trust; has been established by the government to help improve air quality by the reduction of greenhouse gas emissions. The first goal is a reduction of 12.5% before 2012.
- The EAC will also be consulting the EST on matters related to the company buildings.
- The EAC is currently investigating a fleet of company scooters.

CragRats ultimately aims to be carbon neutral. A considerable tree planting initiative is being planned on land owned by CragRats in association with Kirklees Council's Environmental Department, in order to achieve this aim.



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Waste

CragRats policy on waste is threefold:

1. Aim to reduce what is coming in to the business eg: packaging around office stationary, food packaging for hospitality brands. All e-mails have the reminders at the bottom "Think before you ink" to try and reduce printing on paper. E-mails have been reformatted so that if they do need to be printed, the disclaimer will never print on a separate page, thus reducing waste. CragRats is also reducing the size of envelopes used to send out printed material by post from A4 to C5. This must be complete by August 2006. CragRats also utilises e-mail campaigns wherever possible to reduce the need for unsolicited paper mail.
2. Once waste has been accumulated the aim is to reuse potential waste eg: boxes, bags, office paper used on one side as note paper/internal printed material.
3. If waste is not reusable then we need to recycle it.

Recycling

We are currently recycling:

- Bottles from Café Bar
- Paper and cardboard from the office
- Oil from the kitchens
- Toner and ink cartridges
- Flip Chart Pads
- Files; Box, Lever Arch and Suspension
- Document Wallets

We currently use recycled:

- Paper (for environmentally sensitive tender documentation only). This is being reviewed.

Financial cost is an issue, but as cost savings are made through implementation of the environmental policy this will impact on decisions made about recycled paper usage.

- All A4 paper used for CragRats Brasserie marketing is recycled
- post-it notes (100% of the time)
- script books (100% of the time)
- diaries

Energy Usage

All energy used at all three sites is being monitored on a monthly basis (through meter readings).

In October 2006 usage will be compared with the previous twelve months to compare year on year usage.

The following processes are in place to reduce energy usage:

- A survey of buildings has taken place to ensure each radiator has a thermostatic control (most have). When areas are not in use the radiators are then turned off.
- Lights off routine at the end of the day – turn off PCs, monitors, lights.
- Introduction of flat screen monitors to reduce energy used in the offices.
- Monthly random checks by EAC on each office with points scored depending on how many energy saving measures have been adhered to. Offices scored each month on the points system, and put into a league table of offices, with the aim of bringing the scores down.
- Signs have been made to encourage people to turn off lights when not in use – at all three sites.
- Suggestion will be made by EAC to the board that central heating boilers be turned down by 1 degree - unnoticeable to staff but major impact on energy usage.
- Lights – when a light fitting comes to end of its life it will be replaced by a unit that uses low energy light bulbs. Wherever they can be used (ie: light fitting allows) energy saving bulbs are used eg: conference room.

Packaging

CragRats does not manufacture or supply products or services that require packaging, so for us packaging is a procurement issue.

We are returning to the procurement of glass milk bottles rather than plastic ones in the bar and for staff teas and coffees, so that the glass can be re-used by the dairy.

Where packaging does accumulate we aim to recycle as much as possible (see Recycling section).



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Use of Timber

CragRats procures only softwood timber from sustainable European sources in the building of sets for events. CragRats is not otherwise involved in the procurement of timber.

Supplier Sourcing

All CragRats suppliers are currently being examined by the EAC. Local suppliers are used whenever possible to reduce transportation and to support local businesses. When tendering services CragRats is introducing an environmental section of the tender document to assess the environmental impact of such suppliers.

Transportation

CragRats has a variety of initiatives to make sure that business travel is kept to a minimum:

- Car sharing is practised by all delivery teams when travelling nationally.
- Low sulphur diesel is used in all company vehicles.
- The EAC is investigating the use of scooters for transporting employees between CragRats sites.
- Having three local sites (with a five mile radius) minimises transport between sites.
- CragRats sales department always encourage clients to visit the Mill (Head Office) - paying public transport for them to visit is economically and environmentally beneficial.
- Business meetings for all employees are by public transport whenever economically possible.
- CragRats use local suppliers wherever possible eg: Andrews the grocer for catering – this minimises transportation of food.
- CragRats marketing department utilises new technology to create websites for each market sector and client sites for individual clients - reducing need for unnecessary meetings and business travel.
- Conference calls with clients are arranged wherever possible to avoid unnecessary business travel.

