



Subject /

Sustainability Policy Statement



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Introduction

Arnold Jones Associates Design Ltd aims to follow and promote good sustainability practices, reducing the environmental impacts of all our activities and helping clients and partners to do the same.

Our Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice;
- to integrate sustainability considerations into all our business decisions.
- to ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it;
- to minimise the impact on sustainability of all office and transportation activities;
- to make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.

In order to put these principles into practice we will:

Travel and meetings

- Walk, cycle and/or use public transport to attend meetings, site visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive;
- travel to mainland Europe normally will be undertaken by train;
- include the full costs of more sustainable forms of transport in our financial proposals, rather than the least cost option which may involve travelling by car or air. Where the only practical alternative is to fly, we will include costs for full air fares rather than budget airlines;
- avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners;
- encourage our staff to travel together to and from work, and promote the use of public transport wherever possible.

Purchase of equipment and consumption of resources

- Minimise our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste;
- as far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment;
- reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping;
- purchase electricity from a supplier committed to renewable energy,
- ensure that timber furniture, and any other timber products, are recycled or from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified;
- purchase fair-trade and/or organic beverages.