

QDW_(4)-12 Dworkin Environmental Policy

**Dworkin®
Documentation**

LAST REVIEWED : 05.05. 2020

Contents

Last Reviewed : 28 January 2020	1
1. Statement of Intent	3
2. Responsibility	4
3. Policy aims.....	5
3.1 Paper	5
3.2 Energy and water.....	5
3.3 Office supplies	5
3.4 Company Logistics and Travel	5
3.5 Maintenance and cleaning.....	6
4. Monitoring and improvement.....	7
5. Dworkin Environmental Culture Conclusion	8
6. Table of Amendments.....	9

1. Statement of Intent

Dworkin recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same.

2. Responsibility

Dworkin is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

3. Policy aims

Dworkin will endeavour to:

- Comply with all relevant regulatory requirements and exceed them when reasonable
- Continually improve and monitor environmental performance
- Continually improve and reduce environmental impacts
- Incorporate environmental factors into business decisions
- Increase employee awareness and training

The following sub-paragraphs outline Dworkin's commitment:

3.1 Paper

- Dworkin will minimise the use of paper in the office as much as possible
- Brno Tech Centre and Warehouse will reduce packaging as much as possible and has already made great advances with the reduction in both packaging and the transportation of packaging
- Dworkin will seek to buy and use recycled and recyclable paper products as much as possible
- As a matter of course Dworkin will reuse and recycle all paper where possible

3.2 Energy and water

- Dworkin will seek to reduce the amount of energy used as much as possible, as a company Dworkin always ensure that they utilise the latest energy saving, low current technology in order to save on wasteful use of electricity
- Lights and electrical equipment must be switched off when not in use and where safe, not counter productive to any energy saving initiative
- Heating will be adjusted with energy consumption in mind (ideal office temperatures are around 21-22 degrees C.
- The energy consumption and efficiency of new products will be taken into account when purchasing not just for our own use, but we also advise and encourage our clients to purchase the most energy efficient products

3.3 Office supplies

- We will try to avoid the throwaway approach and rather go for long life, repairable products or reuse and recycle everything that we are able to especially with still serviceable computer hardware
- We will evaluate alternative options to buying new e.g. second hand, refurbished equipment or renting/sharing is an option before any decision is made
- Dworkin as a company will always evaluate the environmental impact of any new products we intend to purchase
- Dworkin will favour more environmentally friendly and efficient products wherever viable
- We will evaluate if the current need can be met in another way other than simply purchase new products (re-using paper when drafting out new ideas, using whiteboards instead of flipcharts)

3.4 Company Logistics and Travel

- Dworkin will promote the use of travel alternatives such as e-mail or video/phone conferencing
- We will examine closely all aspects of travel and will travel when only necessary.
- We will make additional efforts to accommodate the needs of those using public transport or bicycles
- When there is a need to genuinely use car transport, Dworkin will always endeavour to make full use of the meeting by scheduling as many meetings as possible and transporting goods that would otherwise have been sent by a third party logistics company (e.g. when employees from Brno travel to Prague, they always bring hardware that would otherwise have been sent by post)

3.5 Maintenance and cleaning

- Cleaning materials used in our office areas will be as environmentally friendly as possible
- Materials used in any office refurbishment will be as environmentally friendly as possible
- We will only use licensed and appropriate organisations to dispose of any waste we have created

4. Monitoring and improvement

Dworkin always tries extremely hard to maintain a greener and more efficient environment to work in, In the past, simple changes like speaking to our suppliers to ask them to reduce packaging and waste has helped us to not only keep a greener company but has even helped us to save time and money which all points towards better efficiency.

- Dworkin will comply with all relevant regulatory requirements and exceed them when possible
- As a company Dworkin will continually improve with regards to the reduction of environmental impact
- When we plan new projects and tasks, Dworkin will endeavour to incorporate environmental factors into these business decisions
- We will always strive to increase employee awareness through training and self awareness
- This policy is scheduled for review every year, and is always considered during any related business issues during our management meetings

5. Dworkin Environmental Culture Conclusion

- Dworkin will involve staff in the implementation of this policy, for greater commitment and improved performance
- As a matter of course Dworkin will review & update this policy at least annually in consultation with staff and other stakeholders where necessary
- We will provide staff with the relevant environmental training and rely on their common sense of responsibility
- We will encourage our suppliers, contractors and sub-contractors to improve their environmental performance, especially with logistics and with packaging
- We will review all options when selecting contractors and materials and use our best endeavours to select solutions that are in line with our policy aims
- ALL Dworkin employees are responsible for the maintenance, new ideas and implementation of this Environmental Policy

Signed

Martin Krivy

Position

Company Director

Implementation review date:

28 January 2020

6. Table of Amendments

Name of Amendor	What was Amended	Date of Amendment
Williamson	Change of entire document to new Dworkin font design	28.01.2020
Williamson	Review of documents validity	28.01.2020