



## Environmental Policy

BioPartner.co.uk and its associated business activities have a commitment to the conservation of natural resources and the minimization of the environmental effects of products, services and processes. We act wherever possible to:

- Be aware of waste and resource issues
- Re-use and recycle materials
- Acquire equipment and make purchases from renewable, ethical sources
- Reduce quantities of paper, fuel and other consumables used
- Encourage staff, contractors, suppliers and clients to adopt similar practices

In our daily operations, where possible, we:

- Use email, Skype and SMS rather than postal services.
- Provide online forms and encourage contact by electronic means.
- Travel by Public transport, minimise journeys and plan meetings that enable others to do the same.
- Shred and recycle office paper.
- Subscribe to electronic billing, online banking and non-printed publications.
- Unsubscribe from mailings we prefer not to receive, and update our details with other organisations.
- Manage data to ensure out-of-date contact information is not used and unwanted material is not distributed.
- Do not send multiple mailings to the same organisation, unless a Client has good reason for us to do so.

An annual management review of this policy will be held, to assess the environmental performance of the company and if necessary formulate a plan of action for further improvements. The review will decide if the policy continues to fit the culture of the organisation, is currently relevant to the organisation's business needs, and is suitable and effective in its implementation. These decisions will be made with legislative changes in mind, organisational/activity changes or following client recommendations.

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