

ENVIRONMENTAL POLICY.



Mustard Studio recognises that we are all responsible for protecting and nurturing the environment. By exercising proper control over our activities, we promote the use of sustainable resources and discourage practices that are wasteful or damaging to the environment.

This policy contains a variety of practical measures taken to enable Mustard Studio to contribute to protecting the environment at all levels of our activity. An annual policy review will enable monitoring of achievements and identify opportunities for further improvements.

KEY AIMS:

- To reduce the unfavourable impact on the natural environment of Mustard Studio through our work and consumption.
- To conserve and support the use of sustainable resources.
- To follow "the waste hierarchy":
 - a. Reduce;
 - b. Reuse or reclaim;
 - c. Recover (Recycle);
 - d. Dispose of - as a last resort.
- Establish and follow environmental good practices and comply with all relevant environmental regulations and legislations.
- To develop organisational and client awareness of the need to care for the environment and measures that can be taken.

Stakeholder awareness

Mustard will, where appropriate and possible:

- Provide environmental information and education for employees and clients, encouraging all stakeholders to behave environmentally responsibly.
- Organise staff training in environmental awareness.
- Include relevant information in new employees' orientation.
- Create awareness of the benefits to the environment of commuting by walking, bicycling or using public transport.

MUSTARD STUDIO AIMS FOR NET ZERO AND CONTINUOUSLY WORKS TOWARDS REDUCING OUR CARBON FOOTPRINT.

Mustard will, where appropriate and possible commit to the following:

Use of Materials

- Use double-sided printing and photocopying.
- If printing is necessary, we use FSC-accredited recycled paper and vegetable inks.
- Reuse printed paper for draft copies, internal notices, rough pads, draft printing, and informal hard copies of documents.
- Encourage electronic filing and archiving.
- Aim to keep letters to one sheet only.
- Recycle packaging materials.

Electrical and Waste conservation

- On the move, use keep cups and water bottles.
- Encourage employees to use Green energy suppliers at home.
- Minimise electrical consumption by switching off electrical appliances when not in use for long periods or overnight
- Minimise waste by using washable crockery, cutlery, cups, and glasses when we are out.

Purchasing

- Purchase recycled products, e.g. 2nd-hand computers and phones.
- Purchase Fair Trade and BCorp company products.
- Order printed stationery from a printer with sound environmental principles and a responsible environmental policy.
- Favour suppliers who use little packaging and who operate according to sound environmental principles.
- Use local suppliers to minimise "fuel miles".

Disposal of materials

- Recycle all paper waste, including shredded confidential documents.
- Recycle paper, cardboard, glass, aluminium, etc.
- Return all toners and cartridges to suppliers or recyclers.
- Advertise redundant furniture and equipment for reuse or donate to charity.
- Take unused, non-toxic items to charity organisations for reuse.
- We encourage employees to adopt our waste hierarchy approach when travelling for work.