



Coffee Arts and Media

Environment and Wildlife Policy

Steve Piper January 2012

First adopted July 2006

Coffee Arts and Media recognises that almost any business activity, or the activities of individuals within a business, results in negative effects on the environment, wildlife and general well being of our planet.

We consider that a healthy environment rich in biodiversity is critical to life on Earth, taking priority over every other need or cause, and believe that all companies and individuals have a responsibility to do everything they can to limit the negative effects they cause and attempt to create positive ones.

In so doing, we must also maintain a mutual respect for our fellow earthlings of other species, promoting their conservation, welfare and protection from exploitation or harm.

This policy document will be given to every employee of the company and its guidance and principles encouraged in every aspect of their business and private lives. Whenever possible we will seek to only work with other companies or individuals endorsing similar principles.

1. Protection of the biosphere

We will minimise activities causing environmental damage through the sustainable use of natural resources, reduction and disposal of waste and energy conservation

We will support protection and conservation of nature, wildlife and biodiversity

We will use natural, environmentally friendly and non-animal tested cleaning products whenever possible

We will consume organic, free range and cruelty free foodstuffs and products whenever possible

Domestic cats owned by, cared for by or associated with the company will be neutered and kept as house cats, only to be walked on a lead

Domestic dogs owned by, cared for by or associated with the company will be neutered and walked on a lead at all times

2. Sustainable use of natural resources

We will minimise usage of finite natural resources and make sustainable use of renewable natural resources with a focus on the following activities;

Minimise air and road travel, prefer walking, then cycling, then public transport, electric or hybrid vehicles and vehicle shares

Avoid the use of courier deliveries whenever possible

Conserve water with well maintained services, displacement dams in toilet reservoirs and rainfall collection

Minimise usage of paper and only use recycled paper products, re-using or recycling all waste paper and packaging

3. Reduction and disposal of waste

We will reduce waste wherever possible

We will re-use or refurbish whenever possible and pass on unwanted items as second hand products through Ebay, Freecycle or charity donations

We will recycle everything supported by local facilities

We will dispose of any waste responsibly

4. Energy conservation

We aim to power all company activities via renewable sources with a focus on solar and all forms of micro-generation by 2015. In the interim we will reduce energy consumption whenever and wherever possible;

Turn off electrical equipment at the socket and never leave electrics on standby

Turn off unnecessary lights, use low energy bulbs and optimise use of daylight

Purchase energy efficient equipment

Only heat or boil as much water as is needed

Prefer warm clothing or closed doors and windows over central heating

Prefer cool clothing or open windows over air conditioning and fan cooling

Wash dishes by hand and run washing machines on full loads

5. Products and services

We will only create and sell products and services that follow these principles, taking into account the environmental impact of production, distribution and usage

Whenever possible products will only be made from recycled, recyclable or sustainable natural materials minimising elements such as packaging

Whenever possible we will only consume products endorsing similar principles, from manufacturers achieving the same, or make purchases on a second-hand basis

We will prefer local suppliers to reduce distribution travel

6. Environmental restoration

We aim to create carbon neutralising native forests to offset our footprint by 2020, in the interim we will support environmental and wildlife charities and create outside areas at our properties which benefit wildlife and the environment featuring;

- Berry and fruit producing trees
- Variable length and overgrown patches of grass
- A mixture of herbs, scented flowers, climbers and shrubs
- Early and late flowering plants
- Dead wood pile
- Bird feeders

We will support the work of charities engaged in environmental restoration

7. Management commitment

The board of directors must take responsibility for meeting these principles and lead by example.

Every employee and freelancer to the company must accept their individual responsibilities within these principles and commit to report to the board of directors any failing on the part of the company, board or other employees and freelancers that they become aware of

8. Audits and reports

We will aim to incorporate a full environmental management system by 2015 producing publicly available annual reports