**Environmental Considerations for Apex House**

**The Fund’s environmental policy**

Internally we will ensure our office estate, equipment and working practices take into consideration and where possible minimise our environmental impact by;

* Managing the heating, cooling and lighting devices that we have control over to use resources as efficiently as possible.
* Managing travel and transport in order to meet our business needs to deliver excellent customer service whilst minimising our environmental impact.
* Engaging with staff to encourage positive behaviour change. In particular reducing unnecessary energy use, travel and reducing, reusing and recycling all types of waste.
* Monitoring performance, and developing annual action plans with quantitative targets in order to continually improve performance.

**Therefore the priorities are:**

1. **Getting the heating and cooling systems working at optimum levels.**
2. **Replacing the current lighting system with an LED system that;**

* **Removes any unnecessary lights as well as allowing adjustable lighting levels**
* **is responsive to natural light levels and occupancy**

1. **Removing all desk bins and setting up user friendly recycling stations.**

**Further considerations:**

**Electricity**

* The environment rating of any new white goods.
* Devices to automatically shut down electronic equipment, i.e. printers

**Waste**

* Re-use points for plastic bags.
* Recycling stations that allow for waste segregation (paper / mixed recycling / organic waste). The stations should be well signposted and distributed.
* One shared stationary space per floor.
* Reduced storage space.

**Paper**

* A way of showing documents electronically in all meeting rooms, to reduce the printing done solely for meetings
* Electric notice boards in communal spaces
* Fewer printers
* Electric meeting room signs

**Water**

* Low flow kitchen taps
* Energy efficient zip taps (suppling both hot and cold water thus removing water machines)

**Other**

* Recycled carpets/floor coverings
* Furniture made from timber from credibly certified sources
* Natural materials such as Cork or Hessian
* More greenery.