

ENVIRONMENTAL POLICY

This Policy has been prepared by the Board, and is supported by all employees of Key Reservations.

The aim of the policy is to be aware of the environment in which we live and work, and to take all measures to protect these surroundings. Such measures will include, but not be restricted to:-

Smoking:- Key operates a staff no smoking policy and will use every form of encouragement to dissuade visitors from smoking in all our premises.

Recycling:- Key will dispose of all non confidential papers inclusive of magazines / newspapers / junk mail by placing them in the Treecycler box for recycling. All confidential waste will be thoughtfully disposed of via a Company that promotes environmental recycling.

Lighting:- Key will, as far as possible, be fluorescent and energy saving, and all lighting will be switched off at night, thus eliminating wasted energy.

Heating:- Key shall be at a temperature consistent with comfortable working, and will be turned off each night, at weekends and holiday periods.

Recycled Stationery etc:- Key whenever possible and subject always to it being suitable for the Company's use purchase recycled stationery i.e. Christmas Cards. Used Toner Cartridges shall be returned to supplier for recycling.

Surplus:- Key shall make every effort to encourage staff to re-use used photocopying / fax paper as scrap, work pads or similar.

Hot Water:- Key will use Hot Water Urns for tea making facility and instant hot water will be used for washing up purposes – this being the most suitable energy saving apparatus available.

Junk Mail:- Key will make every effort to reduce/eliminate the quantity of 'junk' mail received by the Company.

Refuse:- Key shall ensure that all refuse shall be placed in the appropriate local councils coloured sacks

Office Equipment / Appliances:- Key shall dispose of all fridges; microwaves and computer equipment inclusive of processors; monitors; keyboards; mice etc., in an environmentally friendly manner using specialist suppliers in accordance with SEPA regulations.

This Policy will be reviewed on an annual basis and contributions from staff are always welcome.