

Don't forget: Reduce, Reuse and Recycle

Reduce: The best tactic of all: Can we avoid buying an item, or wasting resources?

Reuse: Rather than throwing something away or having it broken down for recycling, can it be reused as it is?

Recycle: Recycling means reclaiming the resources used to make an item so that they can be used to make new items.

1. Lights

- At Fitwise we turn off the lights when we are leaving any room for 15 minutes or more and utilise natural light when possible.
- We purchase energy efficient lighting and have solar powered lighting for outside.

2. Computers

- It is policy to turn off all computers at the end of each day. During the day each computer is set to go to standby automatically after 10 minutes of inactivity. All computers are audited regularly to ensure that these settings are as agreed.

3. Printing

- At Fitwise, where possible we use email instead of sending letters.
- To save paper when appropriate we print on both sides of the paper. To save ink we avoid color printing and print in draft mode whenever feasible.
- A PIN-based system for the printer and fax encourages staff to only print what is necessary and keeps logs to highlight heavy-use areas.
- We purchase recycled and chlorine free paper and recycle our toner and ink cartridges.
- The printer is set to power down when not in use and is turned off at the end of each day.

4. Paperless

- A paperless filing system, Laserfiche has been installed to cut down on printing and storage.
- When we receive unwanted catalogs, newsletters, magazines, or junk mail, we request to be removed from the mailing list before recycling the item.

5. Recycling

- All waste is recycled where possible.
- To ensure that the maximum amount of paper is recycled, at Fitwise we are aware that confidential waste is not the same as recycling. Only paper with names, addresses, employee details, financial information or bank details is placed into confidential waste. All other paper is recycled.

6. Office Supplies and Furniture

- Where possible we purchase office supplies and furniture made from recycled materials.

7. Travel

- At Fitwise, in the first instance we conduct meetings by teleconference.
- If practical we take the train or bus instead of a car when traveling on business, and if using a car we car-share whenever possible.
- When attending events we avoid van hire where courier services can be used to transport conference/meeting materials

8. Hot water heating

- To avoid unnecessary energy expenditure each day the immersion heater is switched on at 8.00am and switched off at 12 noon on workdays.

9. Heating

- The heating is kept at a constant level and we ensure doors and windows are shut when using heating.

10. Marketing:

- We are proud to let our customers and suppliers know we are committed to reducing our environmental impact.