

## **Marine Travel - Environmental Policy**

Being involved in the marine and shipping industry we are aware of the impact that marine travel and ships crew movements we book on our clients behalf can have on our planet. Green issues, carbon trading and emission reductions are high up on the lists of many of our customers to address. We too are conscious about how we as a business can do our bit to reduce emissions and improve energy usage to ensure that we provide a continued safe and strong environment for our children and their children's children.

As a company we are committed to implement the following policy within our offices by ensuring staff are aware of the benefits to the environment.

It is our aim to:

- Recycle all paper matter, cardboard and plastics and ensure these are taken away by specialists
- Re-use paper where possible and then shred and recycle.
- Print only essential documents.
- Send old printer cartridges to a specialist for re-cycling
- Send old mobile phones to a specialist for recycling who also provide a donation to our nominated charity.
- Introduce plants to the office to improve air quality.
- Turn off computers and any other electrical appliances at night and weekends or when not in use.
- Purchase all office supplies locally if possible to reduce product miles and to support local business, where possible these items will be recycled products.
- Purchase only bio friendly cleaning products.
- Purchase office refreshments locally and ensure where possible that they are from Fair Trade companies.

The above are just the first 10 steps to improving our environment and we will continually assess the policy and change as necessary. Our people will be encouraged to add to this list.