

Office Energy Consumption Policy

1. Purpose

The purpose of this policy is to encourage responsible energy use within the office environment, reduce unnecessary energy consumption and support the company's wider environmental and sustainability objectives. We recognise that every area of the business has a role to play in reducing energy use and environmental impact.

2. Scope

This policy applies to all office areas, including workstations, meeting rooms, kitchens, welfare areas and communal spaces.

It focuses on energy use that can be directly influenced by office employees and does not cover manufacturing or production equipment.

3. Our Commitment

The company will:

- Use energy as efficiently as reasonably practicable.
- Maintain a comfortable and suitable office environment.
- Consider energy efficiency when purchasing or replacing office equipment.
- Monitor energy use where practical and identify opportunities for improvement.
- Encourage employees to adopt simple energy-saving behaviours.

4. Employee Responsibilities

All office employees are expected to help reduce unnecessary energy consumption.

Lighting

- Switch off lights when leaving an unoccupied room.
- Make use of natural daylight where practical.
- Report faulty lighting or controls.

Computers and Equipment

- Switch off computers, monitors and office equipment when not required.
- Shutdown computers before leaving for the day.
- Use sleep or power-saving settings.
- Avoid leaving chargers and equipment powered unnecessarily.
- Do not switch off equipment that is required for business, security or safety purposes.

Heating and Cooling

- Keep doors and windows closed when heating or cooling is operating, where appropriate.
- Avoid unnecessary adjustment of thermostats.
- Report rooms that are excessively hot or cold to the appropriate person.
- Do not use portable heaters or fans unless authorised.

Meeting Rooms

- Switch off lights, screens and other equipment after use.
- Avoid leaving meeting-room equipment running when the room is unoccupied.
- Use meeting rooms efficiently and avoid unnecessarily heating or lighting unused spaces.

Kitchen and Welfare Areas

- Only boil the amount of water required.
- Switch off appliances when they are no longer required, where appropriate.
- Keep refrigerator and freezer doors closed.
- Report faulty or inefficient appliances.

5. Reporting and Improvement

Employees are encouraged to report energy waste, equipment faults or ideas for reducing energy consumption to **Health & Safety**.

The company will review suggestions and, where reasonably practicable, implement improvements that reduce energy consumption without compromising employee wellbeing, safety or business operations.

6. Responsibilities

Office Management / Health & Safety will oversee implementation of this policy and identify opportunities for improvement.

Employees are responsible for following the policy and using office energy responsibly.

7. Review

This policy will be reviewed annually or following significant changes to the office environment, company objectives or relevant requirements.

Our simple rule - If you don't need it, switch it off.

Small actions by everyone can reduce energy consumption, costs and the environmental impact of our office.

Role	Name	Signature	Date
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