



# VISUAL ELEMENTS

CREATIVE TECHNICAL SOLUTIONS

Visual Elements Ltd.

13d mills road. Quarrywood industrial estate. Aylesford. Kent. ME20 7NA.

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## **Environmental Policy**

Visual Elements Ltd understand that the work we carry out could have an impact on the environment. We therefore aim to follow and promote an efficient environmental procedure to reduce the impacts of all our activities and to help educate our clients, staff, freelance crew and partners to do the same.

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## **Principles accreditation**

Our Environmental policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations, and codes of practice.
  - To assess the environmental impact of historic operations and use this to improve the environmental performance of current and future operations.
  - To minimize the use of raw materials, energy, and supplies where sustainable.
  - To encourage clients to use products and services in an environmentally friendly way.
  - To communicate to staff and freelance staff on our environmental aims and objectives whilst educating and encouraging buy-in from them.
  - We commit to continually improve our environmental performance at the highest level possible.
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## Practical Steps

To achieve the above principles, we will:

### Travel/transport –

- Ensure that all transport used to deliver equipment is managed efficiently and kept to a minimum by combining transport for multiples events onto one truck.
- All staff and freelance crew travel is kept to a minimum and are encouraged to use public transport, cycle, and walk apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.
- Avoid physically travelling by using alternatives means like teleconferencing, video conferencing or web cams.

### Office -

- We will reduce the energy consumption used within our office by encouraging the team to switch off lights when they are not in use.
- All printing will be kept to a minimum, as all files are stored online and not required to be printed. As well as staff being provided with additional monitors to view additional files.
- As far as possible arrange for the reuse or recycling of office waste, including paper, cans, bottles, plastics, photocopier/printer cartridges, computer supplies and redundant equipment.
- Office furniture is sold on for re-use/refurbishment.
- All office batteries are recycled.

### Purchasing & Equipment –

- We will check all electrical items for their energy rating before purchase.
- All radio mics use re-chargeable batteries

### Existing Audio Visual Equipment –

- Lighting – we have upgraded existing stock wherever possible to use alternative lighting such as LED, to increase energy efficiency and longevity.
- Projection – Improved technology offering to clients whilst reducing energy consumption and heat production.

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Our environmental policy has the support of the staff and directors and is under constant review.