



## Environmental Policy

Henderson Biomedical recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our performance as an integral part of our business strategy and operating methods.

In order to achieve this, we adopt a multi-strand strategy to minimise the environmental impact of every aspect of our business operation.

To achieve this commitment, we are carrying out the following:

### Paper

- We aim for a paperless business operation by implementing the following:
  - The use of hard copy marketing material is kept to an absolute minimum. Electronic versions are used instead, unless the customer specifically asks for a hard copy.
  - Where possible, invoices will be emailed to customers instead of sending paper copies.
  - We use electronic job sheets instead of paper ones. This is not only better for the environment but also improves efficiency.
  - All quality procedures, sales quotations and other day-to-day business documents are accessed by staff electronically via our internal server. Hard copies are no longer kept.
- We re-use any cardboard boxes for internal use (e.g. sending parts out to Field Engineers).
- Any paper or cardboard that cannot be re-used is recycled via Veolia Environmental Services.

### Energy and water

- We reduce energy consumption wherever possible in the following ways:
  - Use of ultra-efficient LED lightbulbs throughout the premises.
  - Use of motion sensor lighting ensuring that lights are not left on in certain areas of the building.

- All PCs automatically go into sleep mode after 15 minutes of inactivity.
  - The installation of double glazing in key parts of the building with a view to all windows being double glazed by December 2018.
  - We use two A grade energy efficient boilers to heat our premises. The heating is automatically turned off when our premises is closed (e.g. during weekends and Bank Holidays).
- Our company uses very little water already. However, we aim to reduce this further still by installing water efficient toilets and self-closing non-concussive taps.

## Waste Disposal

- Henderson Biomedical produce three streams of waste in the following approximate proportions:
  - Paper/cardboard/packaging (35%)
  - Electronic components (40%)
  - Metal (10%)
  - Green waste (5%)
  - Plastic (10%)
- All paper, cardboard and packaging is recycled via our waste collection service.
- Electronic components are recycled via our commitment to WEEE.
- Metal is disposed of via a local metal recycling scheme.
- Green waste is disposed of via a local composting scheme.
- Plastic is currently sent to landfill. However, we do have plans to introduce plastic recycling in the near future.

## Office Supplies

- We only use recycled paper which is PEFC certified
- Our supplier of office stationary and consumables is ISO 14001 accredited. As of January 2018, this is Office Depot.
- All stationary supplies are monitored to minimise wastage.
- Printer cartridges are refilled instead of being disposed.

## Equipment

- We comply with the Waste Electrical and Electronic Equipment (WEEE) Directive 2012/19/EU meaning we responsibly recycle any unwanted laboratory equipment and recover any harmful substances in the process.

- We advise customers on the running costs of their equipment, providing them with information on average power consumption and heat output (where applicable).
- We always endeavor to supply laboratory equipment from environmentally conscious suppliers. Many of our suppliers are ISO 14001 compliant.
- All laboratory equipment supplied to the customer will be RoHS compliant and any refrigerated devices will be CFC free.

## Transportation

- We use an ISO 14001 accredited supplier for transportation of our goods. As of January 2018, this is TNT.
- Consolidate deliveries into as few as possible.
- Engineers will aim to consolidate service work into geographical areas, thus minimising travel.
- Engineers will often stay overnight in a local hotel to minimize the environmental impact of travel.
- For routine service work, engineers will, whenever possible, travel to the customer site via public transport.
- Around 90% of service and repair work within the London area will be carried out by a walking engineer who only uses public transport
- The location of our premises is highly sustainable. Henderson Biomedical is conveniently located within Greater London and as such has access to excellent public transportation. This means that staff and visitors to our site can arrive by either rail, bus or tram. In fact, over 40% of our office based staff arrive either by public transport, bicycle or by foot.
- Travelling and motor expenses of our sales representatives and engineers will be continually monitored and kept to a minimum.
- Provide facilities for members of staff to cycle to work.

## Maintenance and cleaning

- We have decided to eliminate the use of harsh chemicals and additives for everyday office cleaning.
- Instead, we use natural, biodegradable cleaning products where possible.
- We aim to keep our premises properly maintained and implement new energy saving technologies whenever possible.

## Monitoring and improvement

- We monitor the amount of electricity and gas we are using as follows:

<b>Year</b>	<b>Average Gas Consumption</b>	<b>Average Electric Consumption</b>
2016	65,373 kWh	37,044 kWh
2017	69,069 kWh	29,983 kWh
*2018	62,000 kWh	25,000 kWh

- We aim to lower the gas consumption by installing double glazing and properly insulating parts of the building (i.e. by way of a false ceiling).
- We aim to lower the electricity consumption by replacing any existing lightbulbs with LED equivalents. We also aim to install motion sensor lighting in some parts of the building so that lights in these areas are only used when needed.
- We monitor the amount of water we are using as follows:

<b>Year</b>	<b>Total Water Supplied and Treated</b>
2016	986m <sup>3</sup>
2017	1019m <sup>3</sup>
*2018	850m <sup>3</sup>

- Water consumption should lower with the installation of water efficient toilets and self-closing, non-concussive taps throughout the building.

## Henderson Biomedical and The David Sheldrick Wildlife Trust

Henderson Biomedical supports the David Sheldrick Wildlife Trust (DSWT), a UK charity dedicated to the protection and preservation of endangered species such as elephants and rhinos in Kenya. Their work includes safeguarding the natural environment, enhancing community awareness, addressing animal welfare issues, providing veterinary assistance to animals in need and rescuing and hand-rearing elephants and rhino orphans. Like Henderson Biomedical, the DSWT is family owned with several generations working within the charity ensuring their good work continues for many years to come.

## Future plans

- Maintain the achievements we have already made.
- To install solar panels to our entire site by 2020.
- Aim for a minimum of Grade B energy performance of our site by 2020.
- To install super-efficient double glazing units throughout the building by the end of 2018.
- Install water efficient toilets and self-closing, non-concussive taps throughout the building by the end of 2018.
- Introduce a plastic recycling scheme by mid-2018.

## Policy Owner

The person in charge of this Environmental Policy is the Quality & Compliance Manager (Mr Giles Mahon) with the support of the Managing Director (Mr Alex Henderson).

## Document Control

Date	Revision/ Amendment Details and Reason	Author
18/03/2017	Introduction of new Environment Policy	AH



**Alex Henderson**  
Managing Director

Dated 18/03/2017

Next review                                      17/03/2018 or earlier if required.

**This Environment Policy is to be read annually by all staff**