Sustainability:
What we have done

Weybread site: in 2023 pond dug, bug hotel created and trees planted (wild cherry, hazel, silver birch, crab apple and field maple).

Outcome	Completion Date
Moved to paperless invoicing (opt in only for hard copy)	**2020**
Moved to recycled paper	**2022**
Changed booking in processes	**2022**
Vehicle fleet transition to greener vehicles includes hybrids for entire sales team and one Director has fully Electric Vehicle	**2022**
Reusing clean biohazard bags	**2022**
Sourcing only plant based teabags	**2022**
Only using wall mounted soap dispensers (rather than plastic soap dispensers)	**2022**
Courier bags now recyclable, with 30% of component plastic recycled	**2022**
Pricelists issued electronically, printed copies only available on demand	**2022**
Dual flush toilets installed	**2022**
Transition to LED lighting commenced	**2022**
Digital welcome pack for new clients	**2022**
Steps taken to improve outside spaces for nature and wellbeing of our teams	**2022**
First steps taken to make Harleston site more nature friendly	**2022**
Sourcing 100% of electricity from renewable sources	**2022**
Ongoing reduction in paper use (22.4% 2023 vs 2022	**2023**
10% measured increase in recycling 2023 vs 2022	**2023**
Biodegradable gloves now in use.	**2023**
Ongoing improvements to outside spaces (including bug hotel and beginnings of pond)	**2023**
Terracycle schemes introduced	**2023**
Improved labelling used to increase recycling	**2023**
Additional signage/labelling used support turning off lights/equipment when appropriate	**2023**
Supplier Questionnaire initiated and first responses received	**2023**
Use of Green IT Disposal	**2023**
Bug hotel built at Weybread and first trees planted/pond dug	**2023**
Use of Unigreen Scheme	**2023**
Pond liner added	**2024**
Website: addition of Sustainability section March 2024	**2024**
Price guides: addition of Sustainability section July 2024	**2024**
Migration to toilet roll with zero plastic packaging (one tree planted for each box purchased) equating to > 50 trees being planted per year	**2024**
Bird feeders at both sites	**2024**
Hornbeam hedge planted	**2025**