

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
Flowering bulbs added	2025
Horbeam hedge extended	2026
Apple and pear tree planted	2026