

SGA/REG/02/01	ENVIRONMENTAL MANAGEMENT PROGRAM / FEB 2010	VERSION 1
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OBJETIVO	METAS	TARGET DATE
Reduce electrical consumption by 1 %	Fit lighting timers or movement sensors in all feasible areas throughout the building	OCTOBER 2010
	Change all domestic lights to low energy bulbs	
	Ensure all office equipment is energy efficient	
	Good insulation in whole building	
Reduce water consumption by 1%	Fit pistols on all hosepipes for cleaning vehicles	OCTOBER 2010
	Fit flow reducers in all taps	
	Introduce good practice to all staff and crew in consumption of water	
Improve hazardous waste management	Create a properly signposted, well-organized and covered Recycling Point for hazardous waste	DECEMBER 2010
	Take on a contract with a Waste Management company for all waste products	
	Train staff about the management of hazardous waste	
Improve management of non-hazardous waste	Find better ways to manage non-hazardous waste	DECEMBER 2010
	Install paper-recycling boxes in offices	
	Install waste separation containers in studio	
Comply with all current environmental legislation	Research all areas and ensure compliance.	DECEMBER 2010
Improve Internal Communication	Give training on Good Environmental Practices	DECEMBER 2010
	Hang signs advising of good practices	
	Create a suggestion box	
Reduce consumption of raw materials	Re-use paper as far as possible	DECEMBER 2010
	Print double-sided where possible	
	Try to introduce recycled paper	
	Decrease paper consumption by using digital format where possible	
Improve External Communication	Send Environmental Policy to all suppliers and inform them about the introduction of EMS	OCTOBER 2010
Introduce the concept "Meat Free Monday"	Contact all staff to explain the reasons for the initiative	SEPTEMBER 2010
Dedicate one day a year to the Environment	Select an activity and organization with which to work; organize the event	OCTOBER 2010