



OC Group Energy Policy

Aim

Our aim is to ensure our company becomes more energy efficient, more sustainable, uses less resources where possible and recycles as much as possible. We also aim to encourage others to do the same.

Timeline

There are two distinct timelines included in our energy policy as our current highly inefficient building, leased from SEEDA will be knocked down and replaced with a state of the art, energy efficient office building. This is expected to occur within the next 3 to 5 years (2010 – 2012).

There will be an intermediate period when the offices may be housed in temporary buildings, any staff practices which we can change now should continue into the temporary buildings and help to keep the energy wastage to a minimum, even in less than perfect circumstances.

We will be working closely with SEEDA and their architects who have been chosen for their ability and passion to create energy efficient buildings.

In the mean time we must work with our current premises. Most staff awareness policies are estimated to have around a 18 month to 3 year lifetime or payback period, which means it is very worthwhile improving what we currently have and not just waiting for the new building.

Staff awareness

Ellen MacArthur and Fiona Campbell, our sustainability manager are committed to communicating, and engaging, with our employees on sustainability and energy efficiency issues. The aim is create an interesting, fun and effective sustainability and energy efficiency awareness project. Weekly hot topics, company emails and group workshops will be used to disseminate ideas, action plans and gather feedback. Staff will be asked for their ideas and comments.

E.ON conducted an office energy review which highlighted a few key areas:

- Heating
- Lighting
- Cooling
- Ventilation
- Insulation

OC Group will also add a few key areas to this focus list:

- Office equipment
- Recycling
- Travel

Office Energy use

We have undertaken energy efficiency and thermal imagery surveys which showed how we could improve our offices efficiency by:

- Draft proofing the windows (as the office is being knocked down it is not worth replacing them)
- Labelling all light switches so those closest to the windows can be turned off
- Using posters to remind people to turn off lights & close doors to reduce drafts
- Use the windows as ventilation rather than the old air conditioning unit
- Ensure radiators are not covered & the temperature is set at a sensible temperature, and ensure our staff wear their high-tech warm and cosy fleeces before turning them on
- We will monitor the electricity meters, although it is understood that the meters are not solely for the OC Group offices
- We will encourage SEEDA to use green electricity

Office equipment

We will encourage staff to:

- Turn off all unused equipment, not leave them on standby
- Print only when necessary, using smaller font
- Aim to source recycled materials (printer paper, toilet paper)

Reduce, Reuse, Recycling

- If we cannot reduce or reuse an item we will aim to recycle it (paper, cartridges, batteries, old electronic and electrical goods)
- Where possible we will direct any profit from recycling old equipment to the Ellen MacArthur Trust
- The Isle of Wight council has an impressive recycling scheme which will be investigated fully

Business travel

- Flying to foreign events venues is an inevitable aspect of our business
- All flights will be offset using Climate Care
- Staff will be encouraged to spend longer periods of time in one venue when planning an event, rather than multiple short trips