



Environmental and best work practices policy

The directors and all employees at Hay & Rice endeavour to adopt as many positive habits as possible when it comes to the environment, in both their professional and personal lives. This can include, but is not limited to, choices concerning the **equipment, services and materials** used to carry out their work, the **food and resources** that they buy and consume (inside and outside of the office), and the **time and consideration** spent to educate themselves about the ways to improve the products we make, and the impact we have.

Travel:

- We enable workers at all levels of the company to **work from home** (for both mental health and environmental purposes) if they choose, but if travel is required; we take care to keep our commutes short, and **carbon offset the pollution** we do produce (always overestimating).
- We take care to choose **economical and ecological vehicles** within our control, and aspire and encourage the use of **electronic vehicles**, and other **low and zero-waste modes of travel** (such as walking and cycling where possible).
- We conduct **meetings** and **communicate tutorial material virtually** as much as possible, except when in-person interactions are more appropriate.

Recycling and waste:

- We offer a **paperless** (except where appropriate) service, preferring to email decks and documents to one another and clients.
- We have a company wide policy (in office and in homes) to only purchase **recycled paper** when we do need it.
- We always **recycle** as much as possible.
- We take home all **compostable material** and appropriately compost it, until such facilities are made available by our office landlord.
- Other services and resources that produce waste are carefully researched so that we can find the nearest recycling facilities, and responsibly dispose of. Examples include **battery recycling** at the village hall in Longstowe, **battery and clothes recycling** at Morrisons in Cambourne (both local villages to the Bourn office), and **general recycling** at Tesco Superstore in Cambridge (local to some workers residence).

Energy:

- We only use hosting servers that run on 100% renewable energy, through companies such as **Cloudflare** (cloudflare.com/en-gb) and **Digital Ocean** (digitalocean.com) as a pinnacle part of our products and services.
- We have replaced our office lighting with **LED** bulbs, both for productivity and longevity purposes.
- Our office heating, and some lighting, is controlled by **smart plugs and technology** so that it can function on a timer and doesn't waste resources.

Office Supplies and Branding Assets:

- We only purchase recycled paper, and only print when appropriate.
- We utilize environmentally friendly cleaning products for our office (and home) maintenance, such as **Ecover** (ecover.com) and **Method** (methodproducts.co.uk).
- We are careful to only work with suppliers that are conscientious about the environment, use recycled materials, and are sustainably driven. Examples include but are not limited to: **Moo** (moo.com/uk) for printing services, and **Rave Coffee** (ravecoffee.co.uk) for coffee beans.

The future:

The climate and nature crisis is a paramount problem in modern society, so we only intend to reduce our environmental impact as the business grows.