



Information and Workplace Services - Environmental Policy.

This environmental policy statement covers the Information and Workplace Services Directorate (IWS) at the Department of Trade and Industry within the London Headquarters Estate. This policy is consistent with the Department's overall Sustainable Development Strategy and related goals.

The IWS Directorate provides solutions, support and services across facilities and accommodation management, IT and communications, document management, procurement policy and security & resilience policy.

IWS is committed to carrying out its operations and activities in such a way as to prevent pollution, comply with all relevant environmental legislation and regulatory requirements, and operate within an environmental management system which conforms to BS EN ISO 14001. IWS is committed to the continual improvement of environmental performance.

IWS will actively communicate this policy to staff, service providers and other interested parties. The policy will be available to the general public.

IWS has the following environmental objectives:

- To Implement and work toward achieving the Framework for Sustainable Development targets.
- Conserving scarce resources, particularly water, timber and non-renewable fuels.
- Reducing emissions from the Department's headquarters Estate of greenhouse gases, Chlorofluorocarbons and other gases detrimental to the environment.
- To exploit alternative methods of disposal in order to reduce environmental impact.
- To manage those significant environmental risks arising on the London Headquarters Estate in order to minimise their effect on the environment.
- To request and make provisions for the use of green modes of transport, to use Video Conferencing facilities at the Conference Centre and to restrict the use of car parking facilities in London to essential users at all reasonable opportunities.
- Educating, training and motivating staff and service providers to carry out their activities in accordance with the Directorate's EMS and with regard to the effect that non compliance could have on the environment.
- Reporting environmental performance both internally on a monthly basis within the Facilities Management Report and externally within the DTI's Annual Report.

This policy and its objectives have been approved by Yvonne Gallagher, Director, IWS.

Revised April 2004