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# **Sustainability Policy**

MRT Office Services is concerned for the environment and committed to promoting sustainability in accordance with the UK Government's Sustainable Development Unit guidelines, and respects the UK Government's set of five principles of sustainable development:

- Living within Environmental Limits
- Ensuring a Strong, Healthy & Just Society
- Achieving a Sustainable Economy
- Using Sound Science Responsibly
- Promoting Good Governance

MRT Office Services' professional activities are undertaken with an aim to reducing the environmental impacts of our activities and we endeavour to motivate and inspire our clients and business partners to do the same.

# **Sustainable Consumption and Production**

MRT Office Services has three key business aspects:

- Clearing of used, and installation of new, office furniture
- Re-use and recycling of existing office furniture
- Office relocation and storage services

The office furniture re-use and recycling aspect is fundamental to the MRT business and thus enables us to provide sustainable and cost effective solutions to other businesses and to the public sector.

### **MRT Office Services Sustainability Principles**

MRT Office Services' Sustainability Policy is based on the following principles:

- To comply with all legislation, regulations and codes of practice appertaining to sustainability
- To consider and integrate sustainability into our business decisions
- To make clear the importance of sustainability to all staff & integrate awareness of this within staff training
- Where possible, minimise any adverse effects on sustainability of transportation activities related to our business
- To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt comparable practices right through the supply chain
- To regularly review the effectiveness of our sustainability practices and performance with a view towards continuous improvement

#### **Practical steps**

To meet the requirements of our Sustainability Policy, MRT Office Services, wherever practical, will:

- Adopt the usage of modern technology to communicate with clients or suppliers either written or verbally thus reducing the need to travel to meetings
- Use sustainable transport solutions and develop an alternative fuel fleet replacement strategy including the use of electric or biodiesel vans for business purposes
- Replace the use of plastic wrappings with recycled blankets when transporting office furniture

## Consumption of resources

MRT Office Services strives to reduce the consumption or required resources utilised in the course of our business, including minimising the use of paper, reducing waste and recycling all materials where this is possible. We aim to ensure that energy consumption usage is optimised within the office and warehouse, and it is a key principle of the business to, where practical, ensure that our supply chain share the same objectives through the usage of renewable resources and materials such as timber from sustainable forests.