

Sustainable Working from Home Policy

About Bisley

The Bisley Office Furniture Group conducts its business from its manufacturing site at Newport in South Wales, Bagshot in Surrey and the showrooms located in Dallington Street, London and the Calico Building, Manchester. Bisley is a UK manufacturer of a wide range of steel storage products predominantly for the business workplace, with ranges designed for those working from home for both the UK and international markets. Bisley also manufactures industrial storage products designed for use in heavy engineering environments for both commercial and private sectors.

Aim

We are committed to acting resourcefully and responsibly regarding our environmental impact, reducing our overall greenhouse gas emissions and improving overall sustainability of the company. We aim to incorporate all employees working from home in this commitment.

Scope

This policy applies to employees and contractors, both full time and part time who work flexibly or away from their place of work.

Employees who are working from home have the same obligations and expectations towards their sustainable practices as those working from the company office. This policy aims to establish working practices to ensure sustainable remote working procedures are upheld.

Energy efficiency

Employees working from home will aim to keep energy consumption to a minimum, by being environmentally conscious, mindful and aiming to reduce, reuse and recycle whenever possible.

This includes utilising:

- Optimising natural light to reduce energy consumption.
- Powering down electric equipment when possible
- Decreasing the brightness of your screen.
- Ensuring electronic equipment is switched off at the end of each day.

Digital / Paperless

- Employees must aim to work digitally whenever possible, eliminating the requirement to purchase and use paper, printers and ink.
- All staff will commit to avoiding printing, unless absolutely necessary. See our Sustainable Printing Policy for further support.

R Costin

Signed

Richard Costin
Chief Executive

Date 1st August 2024

