



SUSTAINABILITY & SOCIAL RESPONSIBILITY POLICY

July 2010

Arch Interface builds knowledge and capability, for our clients and ourselves, in the development of new products for consumer markets. Sustainability and social responsibility are key elements both in the products that are ultimately created as a result of our work and in the understanding of the markets that these products serve.

Although our work is primarily strategic in nature, and does not directly impact on the consumption of resources by our clients, we have the opportunity to influence the fundamentals of development programmes and internal processes. Our aim is to help our clients and partners to recognise and develop their own approaches to sustainability and social responsibility.

While our work can have positive impacts, it consumes resources and impacts the environment. This policy outlines how we manage and control our environmental impact and promote a positive attitude to our immediate communities.

- We ensure that our operations meet or exceed the standards set by relevant government legislation.
- We apply our sustainability policy to all areas of our work, including working with suppliers and clients.
- We apply the principle of Reduce, Reuse, Recycle to our use of resources.

Buildings and equipment

- Our recently constructed office premises were built with good insulation and double glazed windows.
- We only use natural ventilation and have arranged our offices to make the best use of natural light. At night, we use low-energy bulbs inside and in our security lighting.
- We have chosen fuel-efficient vehicles.
- Energy efficiency is an important consideration when choosing new computer and communications equipment. We look for labelling such as the Energy Star mark.

Work in the office

- We do as much of our communication as possible electronically to reduce our use of resources and production of waste.
- All the paper products used in our office are made from recycled material.
- Our business cards are also 100% recycled material and printed using vegetable oil-based ink.
- We minimize the amount of printing we do, and print on both sides of the paper.

- Most of the general waste we produce is recycled using kerbside schemes. Confidential paperwork is crosscut shredded and composted on site.
- We do not have bottled water or disposable cups in our office.
- Electrical equipment and lighting is always turned off when not in use. The heating is controlled by both a timer and a thermostat.
- We have an informal dress policy in the office, which reduces the environmental impact associated with the dry cleaning and ironing required for traditional office wear.

Travelling

- We try to avoid travelling when there are other practical alternatives available. We have facilities for teleconferencing and videoconferencing.
- When face-to-face meetings are required, we will travel by train where possible. Mileage is billed at the minimum fuel-only rate to make rail alternatives cost comparable.
- When we need to fly, we use the most direct flight and newest fleet possible. We also offset the environmental impact by using a reputable offsetting company.
- We schedule visits to other companies to minimize the number of repeat trips we need to make.

Working with suppliers and clients

- We communicate our sustainability policy to all the companies with whom we deal.
- In the conduct of business, we aim to achieve an effective balance between our policies and the needs and policies of our partners.
- We actively seek suppliers with sustainability policies and ethical working practices.
- We prefer to use local suppliers and craftspeople. This supports the local community and reduces transportation impacts.

Objectives and monitoring

- We will monitor our performance and update this policy to reflect changes in our practices and advice from government and other experts.
- We plan to evaluate the carbon footprint of our business and our work as practice improves to allow small businesses to do so in an efficient and cost-effective way.
- In the future we will support local social and environmental initiatives as our business grows.
- We seek to encourage an open dialogue with business and community; helping us to continue improving our sustainability and social responsibility performance.