



Environmental Policy Statement

Our Designs:

Please refer to Anthony Keith Architects Ltd Sustainability Policy Statement.

Anthony Keith Architects Ltd is committed to:

- Use our professional skills in such a way as to minimise environmental impact where possible within the design brief received from our clients.
- Comply, as a minimum, with all relevant environmental legislation and encourage the adoption of BREEAM rating goals for commercial and public clients and the adoption of the 'Code for Sustainable Homes' for housing clients.
- Ensure environmental criteria are considered in the specification of materials, products and services.
- Developing and supporting a shared sense of environmental responsibility amongst project staff, local authority and the client.
- Consider the longevity of the materials and products we specify at the design stage so as to design to conserve energy resource, materials, habitats and other issues relating to sustainability.
- Encourage sustainable development by minimising waste, as well as minimising the use of non-renewable resources.

To achieve our commitments Anthony Keith Architects Ltd will...

- Add to the sustainability section in the office library and maintain awareness of this valuable resource.
- Search for opportunities to expand and update our knowledge of sustainable technology and practice so that this can be applied to new projects.
- Keep updated on all relevant legislation and apply this to our designs.
- Communicate to clients the environmental issues implicit in their design and suggest appropriate actions and how this could benefit them.
- Operate a 'right-first-time' culture in order to avoid wasteful site reworking.
- As far as possible source locally and re-use/recycle materials on site.
- Display the company environmental policy on the website to raise awareness of our commitments and encourage others to follow.

Our Workplace:

(Please Refer to Anthony Keith Architects Ltd FULL Environmental manual BS EN ISO 14001).

Anthony Keith Architects Limited (the 'Organisation') recognises the importance of environmental protection and is committed to operating its business responsibly and in compliance with all legal requirements relating to the provision of architectural services and associated activities. It is the Organisation's declared policy to operate with and to maintain good relations with all regulatory bodies.





It is the Organisation's objective to carry out all measures reasonably practicable to meet, exceed or develop all necessary or desirable requirements and to continually improve environmental performance.

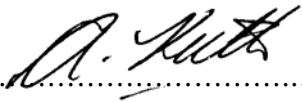
Anthony Keith Architects Ltd is committed to:

- Consider the environmental impact of our actions in all decision making and activities.
- Engage in continual professional development activities to raise our awareness of environment issues and recent developments.
- Communicate our environmental commitment to visitors to the workplace and encourage their support.
- Encourage all staff to use heating, water and lighting in an efficient manner.
- Minimise the production of waste
- Minimise material wastage
- Minimise energy wastage
- Promote the use of recyclable and renewable materials
- Promote recycling within the company.
- Encourage all employees to minimise paper waste where possible and appropriate.
- Reduce and/or limit the production of pollutants to water, land and air
- Promote the efficient use of transport.
- Control noise emissions from operations.
- Minimise the risk to the general public and employees from operations and activities undertaken by the Organisation.

To achieve our commitments Anthony Keith Architects Ltd will...

- Display the company policy where visitors and employees may see it, and make it visible on the website.
- Submit planning applications online and issue information electronically where possible instead of paper alternatives.
- Attach the 'think before you print' logo to the bottom of our outgoing emails and internal policies and documentation.
- Car share when two staff members live in close proximity or are travelling to the same site.
- Encourage alternative means of transport such as "bike to work" schemes.
- Switch off all electrical equipment and lights when not in use. The last person out of the building is responsible for conducting a final check.
- Recycle ink cartridges where possible.
- Provide recycle bins for paper waste and dispose of the contents regularly.
- Purchase recycled, recyclable or refurbished equipment and materials where these alternatives are available, economical and suitable.
- Replace electrical equipment with energy saving items when they come up for renewal.

This Policy is communicated to all employees, suppliers and sub-contractors and is made available to the public.

Anthony Keith: 
Director

Date: 3rd January 2012.



Page 2 of 2

