



R4 is Committed to Promoting Sustainability

R4 Services recognizes that businesses can have a positive impact on the environment. We are committed, and enjoy, finding ways in which we can reduce the impact of our work both in the office and when work takes us away from the office.

It is our policy to:

- Recycle as much waste material as possible
- Avoid the use of paper wherever possible. For example, sending invoices and quotes via email as PDF files.
- Recycling equipment that is no longer of use to the company. For example, recycling items such as computers and printers that we no longer use.
- Keep energy usage low. For example, making use of low energy light bulbs throughout and ensuring that computers are shut down after work.
- Reuse wastepaper (from the printer) where possible, making use of the blank side for notes etc.
- Purchase products made with recycled paper. For example, boxes, paper towels, printer paper
- Purchase products with a lower environmental impact. For example, environmentally safe soaps and detergents.
- Use low impact transport for travel to and from work and travel for business. Avoid physically travelling to meetings etc. where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners.
- To reduce the need to travel to meetings and elsewhere, and facilitate regular client contact, we will provide free training webinars to clients to attend at any time.
- Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc., and promote the use of public transport by locating our offices in accessible locations.
- Avoid unnecessary travel by making use of instant messaging, video and audio conferencing, telephone, and email.