



## Bbite Environmental Policy

Bbite is committed to minimising the environmental impacts of its business operations.

Our commitment is to:

- Recycle where possible (Paper, cans, plastic, bottles)
- Compost office waste products where appropriate (peelings, tea bags etc.)
- To only print when necessary
  - For in-office use to always use the blank reverse of a piece of A4 for draft printing
- Minimise Bbite data storage utilisation by compressing files; minimising the use of CD's; tracking cloud storage; utilising Mailbox Clean-Up etc.
- Utilise web conferencing and on-line functionality to minimise our carbon footprint
- Continuously look to integrate environmental management best practices into our business operations.
- Review our environmental policy each quarter.

This statement represents our general position on environmental issues, and the policies and practices we will apply in conducting our business.

In addition we will encourage others to adopt best practices and are currently asking the major printer manufacturers to promote printing on A5.

Tom Clark (Founder)

April 6<sup>th</sup> 2011; July 1<sup>st</sup> 2011