

Echo Interpreting – Environmental Responsibility Policy and Procedure.
15 July 2014

Purpose

Echo Interpreting recognises our responsibility to use resources wisely and conserve for the future. In this spirit of good corporate citizenship and long term vision we have established this policy to ensure an organisation-wide focus on key conservation principles and sustainable, ethical use of limited resources.

PRINCIPLES

AVOID: Systems and practices shown to be wasteful;

REDUCE: Resource expensive processes will be minimised wherever possible;

REUSE: Extract the maximum use from every resource available;

RECYCLE: Ensure maximum recycling of used products and replacement with recycled ones where possible.

Achievements to Date

Maintain Normal Operating Systems;

A minimum paper usage office including:

- . on-line booking system including:
 - on-line registration
 - on-line booking submission
 - on-line invitations sent to interpreters/note-takers via sms messages or emails
 - accept/decline messages received
 - interpreters allocated
 - interpreters automatically notified
 - clients automatically notified
- . on-line messaging system allows quick location of an interpreter's contact details to notify them of change of venue/time/date information. This system also allows a large number of messages to be sent simultaneously.
- . on-line invoicing and remittance system

Our office location is easily accessible by public transport including bus and train, thus cutting down on pollution.

Low energy usage central office complex including computers, printers that are turned off at night. Low energy lighting switched off when not in use.

No disposable cups, plates, glasses etc. used, we have our own crockery, cutlery, glasses etc.

Use recycled paper products, refillable ink cartridges, where possible.

Use non-toxic cleaning products.

Ensure vegetarian/vegan options in provision of catering for meetings.

Casual dress code means staff can dress according to the weather, thus keeping cooling and heating costs down.

Undertake Specific Initiatives;

Recent development of time sheet app for smart phones to reduce paper and associated inputs.

Conduct meetings via teleconferencing or by using Skype.

Future Goals

Establish a bucket with lid for compostable materials to be emptied daily.

Audit electricity usage on a quarterly basis including staff consultation.