**Manning Construction Ltd**

# Office Energy Efficiency Policy

08.12.2025

## 1   Purpose

1.1   Most businesses rely on a range of office equipment in order to function. From the basic essentials such as computers, monitors, printers and photocopiers, to projectors, scanners and teleconference facilities. It is widely recognised that these items have become integral to daily working activity, but it is not always appreciated how much these items cost to run.

The purpose of this Office Energy Efficiency Policy is to introduce quick wins and low-cost energy saving opportunities to help the organisation achieve:

- ✓ Costs savings
- ✓ Environmental benefits
- ✓ Healthier and more productive working conditions
- ✓ Adherence to our ISO14001 (Environmental Management System).

## 2   Scope

2.1   The existence of climate change is now rarely denied, the debate is more about the degree to which human activity is contributing to it. There is a robust and diverse body of scientific evidence which suggests that the global climatic changes observed over the past 50 years are largely attributable to human activities, predominantly through the burning of fossil fuels, land use changes and agricultural practices, all of which increase atmospheric concentrations of greenhouse gases (GHGs).

2.2   The Law. The Climate Change Act (2008) is a legally binding long-term framework to cut carbon emissions and sets legally binding targets to reduce carbon emissions by 80% by 2050. All organisations can contribute by taking some simple measures.

## 3   Responsibilities

3.1   The Environmental Champion (Managing Director) for Manning Construction Ltd is ultimately responsible for ensuring that this policy is implemented and shall ensure Manning Construction Ltd remains committed through ongoing awareness and monitoring.

3.2   All Head Office staff are responsible for adhering to this policy.

## 4   Procedure

4.1   Office Equipment

Office equipment is the fastest growing energy user in the business world. As most equipment is often left on when not being used, there are opportunities to make significant savings. Switch off all equipment when not in use and enable power down modes. As well as clearly reducing the energy consumption, this will also reduce the heat produced by equipment which in turn, lowers cooling costs. Equipment lifespan will also be extended and maintenance costs and risk of breakdown should be reduced.

Computers and Monitors

- Ensure all monitors are switched off if you are away from their desk for more than ten minutes.
- Ensure all monitors and base units are switched off at the end of each day.
- Enable any standby features to limit energy consumption on all computer and monitors.

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Printers & Photocopiers

- **THINK BEFORE YOU PRINT!** Do not print unnecessary documents.
- Print in black and white when printing internally.
- Set default printing to double-sided (duplex), and print in batches where possible to allow the machine to spend more time in standby than idling mode.
- Use print preview functions for checking layout and style instead of printing.
- Only switch on printers when required.
- Ensure all printers are switched off at the end of every day.

Office Lighting

Lighting is a significant energy cost in an office and good savings can be achieved through careful consideration of equipment, maintenance and staff habits.

- All staff are responsible for turning the lights off and making savings.
- Light switches are clearly labelled to help staff to select only those lights they need.
- Lights in unoccupied areas should be switched off but remember to consider health and safety implications, particularly in corridors and stairwells.
- Natural lighting is essential for providing a pleasant and productive working environment so it is important we keep windows, skylights and light fittings clean.

Heating

- Office temperature should be set at the recommended temperature for offices and sedentary work of 19ºC. This is because internal heat gains from equipment and lighting will bring the temperature up to a level that most workers find comfortable
- You are asked to report areas that are too hot, cold or draughty as there may be maintenance issues.
- You are encouraged to dress for the appropriately as to feel comfortable within their working environment i.e. can add or remove a sweatshirt/jumper depending on room temperature.

Purchasing

To ensure that office equipment purchased is both manufactured in a sustainable way and contributes to a reduction in energy costs.

- Where possible Manning Construction Ltd will acquire energy efficient electrical goods with 'A-energy efficient' ratings and/or accredited to one of the four recognised energy labelling schemes.

## 5 Training / Awareness Requirements

5.1 This policy shall be placed on the company notice board and brought to the attention of all Head Office employees.

## 6 Related Documents

6.1 Statutory / Regulatory / IMS

- Environmental Policy

6.2 Applicable Standard Clauses

- Clause 6.1.2 - ISO 14001:2015, Environmental Aspects
- Clause 7.3 - ISO 14001:2015, Awareness

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