

# Catalyze's Environmental Policy

Catalyze's environmental aim is to eventually become carbon neutral. We believe that everyone has a responsibility to reduce climate change and we pride ourselves on making sure that we meet and go beyond the environmental awareness that legislation demands.

Our New Zealand office also adheres where possible to the recommendations set out for central government agencies under the Govt<sup>3</sup> programme.

## 1 Waste

### 1.1 Creation

Catalyze makes every aim to reduce the creation of waste in the workplace through:

- not printing out any more than is absolutely necessary and conducting as much correspondence as possible both internally and externally via email and online.
- making sure that all lights and computers are not left on over night or in areas of the office which are not in use.
- allowing clients to download our software and upgrades online, reducing the number of physical copies produced and the environmental impact which would have been caused through manufacture and transporting them to their destinations.

### 1.2 Recycling

From the waste we do produce we make every effort to make sure that as much of it as possible is recycled.

- We never throw away hardware. Instead we always make sure hardware we no longer need is either sold or passed on.
- All paper, cardboard, glass and plastic which is eligible for recycling and used in the office is recycled.
- Where opportunity is available we always make sure that we buy products which are made up from 100% recycled materials. All printing paper that is used in the office is always 100% recycled. All cleaning products are ecologically friendly

## 2 Travel

To minimise the environmental impact of travel, Catalyze encourages:

- the use of conference calls whenever possible, as opposed to face to face meetings. Employees are especially encouraged to consider whether a face to face meeting is strictly necessary when one or more of the parties is required to travel long distances or overseas.
- Arranging multiple client meetings in remote locations close together to minimise the travelling required.
- working from home offices, through providing equipment, communication services (broadband and phone) and mobile / remote server access tools.
- the use of bikes and public transport for commuting to and from work. To further encourage our employees to cycle to work, Catalyze operates a cycle to work scheme where bikes can be bought through the company at a reduced cost to the employee.

### **3 Suppliers**

Our procurement favours environmentally friendly products whenever they are available.

### **4 Our Vision**

Ultimately Catalyze would like to become carbon neutral. We envisage this happening in offices which generate their own energy through purely renewable energy sources.

A few other areas which we look forward to improving in the future are:

- Starting to use only low energy/long life light bulbs in all of our workplaces.
- Having better bike provisions for employees, e.g. better storage and changing facilities for those who use bikes.
- Minimising the use of cars through promoting and making it more convenient to use other forms of more environmentally friendly transport.