

## **Fair Trades Ltd Energy Management Policy**

### **Policy Statement**

Fair Trades Ltd is committed to the responsible management of energy resources used by the company and its employees as a consequence of its business activities.

### **Purpose**

To reduce energy usage and associated greenhouse gas emissions by optimising company use of energy and adopting best energy management practices.

### **Objective**

In order to increase its efficiency in energy use the company will: -

1. Adopt best energy management practices.
2. Strive to achieve an energy target of a 2% reduction in comparative business energy usage year on year.
3. Regularly monitor energy use by the company.
4. Report quarterly on energy use to staff and Management Team meetings and annually to the board.
5. Identify and implement ways to increase staff awareness with regards to energy efficiency.
6. Ensure that new appliances, computer equipment and vehicles are energy efficient.
7. Where applicable, include resource consumption reduction design into internal Customer Relations Management software program development projects.
8. Involve all staff members in seeking to develop suitable energy efficiency projects.
9. Maintain plant and energy using equipment in accordance with manufacturers' specifications and current applicable legislation.
10. Maintain an acceptable level of comfort for all office based staff.

### **Responsibility**

Overall energy management responsibility lies with the C.E.O. Sean O'Keeffe.

Day to day energy management responsibilities lie with the IT & Facilities Manager Michael Hurworth reporting directly to the General Manger Steve Turner.

All members of staff have a responsibility in reducing energy wastage.

The above make up the Energy Management organisational structure.

### **Scope**

This policy applies to all departments and staff members across the company.

### **Policy Review**

The company Energy Management Policy will be reviewed and updated annually.

### **The Fair Trades Ltd Carbon Footprint Calculation For 2009/10 and 2010/11**

The actual Carbon Footprint calculation performed by the Carbon Trust calculation tool and used for our submission is: -

Year 2009/10 81494.7kgCO<sub>2</sub>e

Year 2010/11 56542.2kgCO<sub>2</sub>e