

The Swan Hotel Environmental Policy

Environmental Policy

The Swan Hotel recognises that our work may have a direct or indirect effect on the local, regional and global environment. We are committed to reducing any harmful effects on the environment and in working with reputable associations, we aim to understand, follow and implement best environmental practice where possible. We encourage our employees, suppliers and guests to be environmentally aware through initiatives such as recycling and energy efficiency.

Our goal is to prevent landfill waste and improve in-house recycling, by reviewing how supplies and equipment are purchased, packaged, delivered, used, and disposed of, whilst complying with all applicable environmental legislation.

The Swan Hotel will concentrate on the following areas:

Waste Reduction

The Swan Hotel will endeavor to reduce the amount of waste generated by reusing and recycling. The Hotel have set a target to reduce the amount of waste sent to landfill to **50%** of total waste created, by December 2010.

The Swan Hotel will:

- Reduce industrial waste by introducing a comprehensive in-house recycling program
- Recycle all bar glass bottles/broken glass
- Recycle all waste paper – providing recycling boxes in all departments/offices
- Recycle all cardboard and packaging – made possible through purchasing a cardboard bailer
- Recycle all printer cartridges
- Operate a 'Think before you Print' Campaign in all areas of the business
- Recycle all plastics and packaging in the designated bins
- To educate and train all members of staff in environmental issues and in good working practices in order to create an energy efficient and environmentally aware working culture.

Purchasing

The Swan Hotel will endeavor to take into account the environmental factors involved in production, use and disposal of the product.

The Swan Hotel will:

- When purchasing analyse whether a new product is essential
- Where possible, source food from local suppliers
- Avoid purchasing products with unnecessary packaging
- Obtain all CSR policies from Suppliers

Energy and water saving

The Swan Hotel will endeavor to consider all resources and aim to reduce energy consumption by **10%** by December 2010.

The Swan Hotel will:

- Where possible use energy efficient light bulbs, lower heating temperatures and turn off lights/heating in unoccupied rooms
- Ensure that all PC's are switched off when not in use
- Ensure that daily checks are carried out on taps, pipes and toilets.
- Follow guidelines/advice set down by the GTBS and The Carbon Trust
- Utilise the in-house computer program to control lighting and heating throughout the building and grounds

Travel

The Swan Hotel will endeavor to reduce the impact of vehicle emissions by encouraging the application of sustainable principles to traveling and arranging meetings. We aim to encourage the staff to opt into a car share scheme or to use public transport.

The Swan Hotel will:

- Where possible promote public transport, cycling or walking as the preferred form of transport for staff
- Promote staff car sharing schemes

Guests of The Swan Hotel

As a guest at The Swan Hotel we hope that you too would take a little time to think about the environment during your stay and help us maintain our commitment to our Environmental Policy.

Some simple measures to help us with our continued efforts could be:

- Turn off lights or electrical items in your bedroom when not in use
- Consider the usage of your towels during your stay
- Allow us to recycle any newspapers that may no longer be required
- Avoid dripping taps
- Adhering to our No Smoking Policy in the Hotel & Grounds

Updated May 2010