

QRS Environmental Policy Statement

QRS as a company is concerned to ensure that the running of our business has minimum detrimental effect on the environment.

Consumables are the main by products that QRS produce and to that effect the following policies have been adopted by the company and staff are requested to comply with them.

- QRS disposes all confidential paper via a company called Shred on Site.
- Inkjet cartridges are to be recycled – These are to be returned to HP in batches of 3 or more.
- Staff are encouraged to car share where possible to reduce pollution and congestion and to use public transport where practicable.

An enhanced mileage rate is paid to free-lance interviewers and field supervisory staff who share any business journey with a colleague – Please refer to field manual for more details.

- Lights are to be turned off when not required.
- Electrical appliances are to be turned off when not in use.
- Low energy light bulbs and appliances are now compulsory.
- Only necessary documents/emails to be printed – please use paper sparingly.

These policies supplement your terms of employment but are not of contractual effect. Their purpose is to explain the Company's current policies and procedures but they may be subject to change without notice if changes are considered appropriate by the Company or if there are changes in relevant legislation.