

Heathrose Research Ltd - Sustainability Policy

Updated May 2013

Our commitment and vision

Sustainability is part of who we are and how we do business. Heathrose Research works from an explicit values base that includes:

- The need to pay attention to sustainability in all aspects of our operations, including the ways in which we manage our employees.
- Recognising the “citizenship rights” of employees, both within their workplace, and in the way in which work interfaces with the rest of their lives.

By citizenship at work we are referring to the fact that our responsibility as citizens does not end because we have arrived at work. We strive to be active, responsible citizens in the workplace, contributing positively to a better society. We try to honour our key values of collaboration, consultation and communication in the workplace and with clients. This involves all staff being invited and encouraged to have input into discussions and decisions on work matters when appropriate. Important information is shared by everyone.

To us, sustainable development is that which meets the needs of the present without compromising the ability of future generations to meet their own needs.

We believe our business success depends not only on our economic performance, but also how we deliver improved social and environmental outcomes.

Even though we are a small company, we believe everyone can make a difference. We want to play our part and influence others to do the same.

Health and wellbeing

An essential aspect of sustainability at work is the health and wellbeing of all Heathrose staff. Work-life balance is a top priority for us all, and while we might not always achieve it, we have it as a goal. We know from research that good mental health boosts creativity, productivity, happiness and resilience.

We provide flexibility when needed to ensure staff can manage their personal lives and workload comfortably and we look for early warning signs of stress and identify the issues and support staff need to manage stressful periods in their lives.

Our practices

We strive to surpass legislative requirements and implement best practice business management practices.

We apply ethical business practices to everything we do.

Environment

Our policy is to minimise the waste sent to landfill based on the principles of the waste hierarchy. We achieve this in a number of ways.

Waste

Paper

We use electronic versions of software and resources online and download to reduce packaging.

We re-use waste/scrap paper within the office.

Printing/printer

We only print when necessary. Most reports we produce are published online and distributed electronically.

Our newsletter is produced in electronic form only.

We use recyclable materials for printing when possible and seek to influence our clients in this regard where they produce printed material.

We set economy printing option as default for all computers.

We reduce paper consumption by double sided printing.

We purchase the most economical print cartridges.

We recycle printer cartridges. These are returned to the supplier who reuses them.

Recycling

We use the weekly recycling collection to recycle paper, cardboard, recyclable plastics, tin and glass.

We include all shredded confidential paper in our recycling.

Suppliers

We give preference to suppliers who operate sustainable business practices and use sustainably sourced office supplies where possible.

Energy/power use

We purposely chose office space that has:

- opening windows to allow air to circulate
- abundant natural light to minimise use of lights.

We only heat spaces that we need to use during winter to reduce unnecessary heating. We maintain heating on a timer control and hand-wash dishes daily.

Transport

Transport to/from work

Encourage all staff when travelling to and from work to walk, cycle, use public transport and other low impact forms of transport if possible.

Travel to meetings

Try to take public transport, walk or use other low impact forms of transport when attending work meetings. We provide office Snapper cards for staff use for local work travel (that enables discounted travel on some public transport).

We factor in the environmental impact when hiring cars for work e.g. in terms of vehicle size, efficiency.

We offset all work flights by paying a carbon tax.

We aim to keep face-to-face meetings to a minimum and use video conferencing and Skype where appropriate/possible.

Community/Social

Voluntary
engagements

NZ Employment Relations Society – member of national committee.

Women in Leadership Aotearoa – we support the work of WILA, and have undertaken a research project in collaboration with WILA, some for which we have received a grant towards our work, and the rest has been a voluntary contribution.

Health and wellbeing

We support staff wellbeing by organising joint activities that are active and fun to do together. In the past, this has included a 10km walk/run, and a weekly exercise group with a professional trainer.

Fruit provided free of charge to staff each week.

Healthy food options for meetings and events.

Storage provided for staff bicycles.