Resource Efficiency Policy and Procedure

The following policy and procedures are maintained in the interests of continual improvement:

# Policy

1. Barrington Café employees will be trained in resource efficiency strategies to reduce the consumption of resources.
2. Management endeavour to create better resource efficiency through use of sustainable practices in Barrington Café.

# Procedures

1. Conduct research quarterly to identify the latest sustainable practices and strategies to enhance resource efficiency.

Current ‘Resource Efficiency’ practices and strategies include:

* 1. Installing energy efficient bulbs and sensor lights
	2. Installing water saving taps
	3. Replacing single-use materials with re-usable materials or finding alternative more sustainable options.
	4. Reviewing Sustainability practices on an annual basis to continuously improve by finding more sustainable options in all areas of the business.
	5. Adopting the ‘paperless workplace’ concept to create better resource efficiency of ink and paper within the business.
	6. If paper must be utilised; always print double-sided and recycle.
	7. Utilise the recycling bins around the office for all recyclable materials.
	8. Use of iPads in place of printing menus, contracts and other information accessed for staff and customers of Barrington Café.
	9. Emailing information and receipts to customers rather than printing these documents.
	10. Use power saving options on electrical office equipment if they are available.