

Our policy on corporate social responsibility

Ever since we founded CompanyWriters, we have made every effort to protect the environment and to see to it that it figures prominently in how we organise our day-to-day work.

Our approach to issues around the environment is committed, and constantly evolving. Over the past two years, in response to the COVID-19 pandemic, we have further developed and restructured our approach around three areas of activity: sustainability, mobility and 'new work'. A checklist of tips and tricks has also been useful.

1 – Sustainability

The CompanyWriters **head office** is now located in a new **building that has earned the EU A label for energy performance**, while its operational headquarters, which have been moved from Liege Airport to Visé, are in a building that has spacious offices with big windows, a kitchen, and an open garden.

In addition to **sorting our waste**, recycling paper, and using an economical dishwasher, we use as little electricity as possible, taking advantage of daylight and switching off our computers and monitors as soon as we leave the office.

We always think before we print. We carry out all our modifications on a **single printout**. Our empty ink cartridges are sent to a collection point to be recovered and processed for a second life.

Our cloud server depends on Thelis/Kiwix, whose environmental policy won us over: they have a new passive building and charging stations for cars, they are developing software applications for the Nature and Forest Agency in Luxembourg. Most importantly, though, their hardware is really energy-efficient. And for much the same reasons, our website is hosted by Vox Teneo.

We benefit from the regular recommendations of a member of staff who is responsible for monitoring our carbon footprint, and we keep abreast of developments on the environmental front, primarily through the Positive Impact blog <https://positive-impact.be/blog/>

2 – Mobility

We travel only when we really have to.

When an in-person meeting has to be held, we **carpool** wherever possible, and we group together meeting points and/or visits when we travel.

We have a clear preference for **working remotely** for our employees whenever possible, our freelancers always work remotely.

And it goes without saying that we prefer to communicate with our clients, prospects, partners, suppliers, and other audiences by audio or video call, e-mail, instant messaging, collaboration platforms, and social networks.

3 – New work

We have put a lot of thought into **hybrid working**, and working remotely has officially become standard for us.

We have a preference for **asynchronous collaboration** so as to help everyone concentrate fully and guarantee that intellectual work will be of the highest quality, free from untimely interruptions.

Wherever possible, the discussions needed for projects to succeed are scheduled held over audio or video calls rather than by e-mail, for efficiency's sake and to save time.

That said, we do **work face to face** now and again, at least once a week, at company headquarters or at a special location, so we can keep travel to a minimum, because getting together as a team is good for our mental health. We're always ready for a bit of a laugh. It livens things up, keeps us engaged, keeps the whole team grounded, and feeds our creative spirit.

Putting these new-work principles into practice means we have stretches where we can concentrate fully, as well as times when we can all brainstorm together. That means we can prepare better for our meetings and help ensure their success.

4 - Checklists

At home, at your computer:

- Sort, file, and delete e-mails: deleting just 30 e-mails saves the amount of energy a lightbulb uses in 24 hours.
- Turn off your computer and monitor as soon as possible, rather than leaving them on standby.
- Use a spam filter and subscribe only to newsletters that you actually read: one e-mail sent is equivalent to 10g of CO₂.
- Favour exchanges via instant messaging, which uses less energy than multiple e-mails.

... but also in the office:

- Think before you print.
- Limit travel: use new means of communication such as video calling to communicate with colleagues.
- Replace incandescent and halogen lamps with energy-saving lamps (or LEDs) = 75-85% savings.
- Turn off the lights in empty rooms.
- Make use of daylight where possible, rather than using artificial light unnecessarily.

... and finally, when you are travelling

- If you really have to use a car, carpool whenever you can.
- Use public transport wherever possible.
- Neutralise the environmental impact of air travel and fund projects through CO₂ carbon-offset programmes.

CompanyWriters: your green team