SWITCH-OFF & ENERGY EFFICIENCY POLICY

Practical controls for reducing avoidable energy use and operating cost

CLIENT / DOCUMENT OWNER	INTERNAL POLICY
FENTON PHARMACEUTICALS LTD	**Version 2.0 | Status: Final**

Developed with guidance from

Beyond Procurement

www.beyondprocurement.co.uk

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PART ONE - POLICY FOUNDATION

The purpose, scope, accountabilities and principles for reducing avoidable energy consumption.

1. Policy Statement

FENTON PHARMACEUTICALS LTD recognises that unnecessary energy use increases operating cost, greenhouse gas emissions and pressure on natural resources. Everyday behaviour, equipment settings, maintenance and purchasing decisions all influence energy performance.

We will reduce avoidable consumption while protecting safety, security, service quality, equipment integrity and business continuity. Everyone using our workplaces and equipment has a role in responsible energy use.

This policy has been developed with guidance from Beyond Procurement and supports our Sustainability & ESG Policy and current Carbon Reduction Plan.

2. Purpose and Status

The policy establishes practical expectations for switching off, power management, heating, cooling, lighting, equipment uses, maintenance and energy monitoring. It is intended to:

- reduce avoidable electricity and fuel consumption;
- lower operational cost and greenhouse gas emissions;
- embed energy efficiency into day-to-day working practices;
- support actions and targets in the current Carbon Reduction Plan;
- identify equipment, maintenance and control improvements; and
- clarify when operational, safety, IT or security requirements take precedence.

Core rule
Switch off or reduce energy use when equipment, lighting, heating or cooling is not needed, unless doing so would compromise safety, security, IT management, equipment integrity, required monitoring, overnight processes or business continuity.

3. Scope

This policy applies to directors, employees, temporary and agency workers, contractors, consultants and visitors using FENTON PHARMACEUTICALS LTD premises, equipment or facilities.

- It applies to offices, meeting rooms, kitchens, stores, workshops, warehouses, operational sites and other controlled workplaces where relevant.
- It covers lighting, computers, monitors, printers, appliances, heating, ventilation, air conditioning, process and operational equipment within the user's control.
- It does not authorise employees to isolate systems, machinery or equipment for which they are not trained or permitted.
- Site-specific, IT, safety, security, landlord, maintenance and manufacturer procedures take precedence where they impose a necessary control.
- Remote and homeworking guidance applies only to company equipment and reasonable energy-saving behaviours within the employee's control.

4. Energy-efficiency Principles

Principle	Application
Avoid waste	Do not light, heat, cool or power unoccupied or unused areas and equipment without a genuine need.
Use controls	Apply approved sleep, scheduling, sensor, timer and building-management settings rather than relying only on memory.
Right-size demand	Use only the lighting, temperature, water, equipment capacity and operating time required for the task.
Maintain performance	Report faults and maintain equipment and controls so that energy is not lost through poor condition or incorrect settings.

Principle	Application
Consider whole-life value	When replacing equipment, consider energy performance, durability, repair, operating cost and carbon as well as purchase price.
Protect critical needs	Safety, security, product quality, IT integrity, accessibility and business continuity take priority over switching off.

5. Roles and Responsibilities

Role	Responsibilities
Executive Sponsor	Approves the policy, ensures appropriate resources and reviews material energy and carbon performance.
Operational Coordinator	Maintains site arrangements, communicates exceptions, reviews energy information and coordinates improvement.
Managers	Promote responsible practice, clarify local requirements and address repeated waste or control failures.
IT / Facilities / Operations	Configure approved controls, protect critical systems, maintain equipment and investigate faults or unusual consumption.
Employees and Users	Follow the policy, use equipment responsibly, complete end-of-day checks where assigned and report faults or opportunities.
Beyond Procurement	Use agreed energy data within annual carbon measurement and advise on relevant reduction opportunities within the agreed service.

PART TWO - OPERATIONAL CONTROLS

Practical expectations for IT, lighting, heating, shared spaces and operational equipment.

6. Computers, IT and Office Equipment

- Use approved power-management and sleep settings for computers, monitors and other compatible equipment.
- Lock the workstation and allow the screen to sleep when leaving it unattended; shut down at the end of the working day where permitted.
- Switch off monitors, printers, photocopiers, display screens, projectors and non-essential peripherals when they are no longer required.
- Disconnect or switch off chargers and power supplies when charging is complete where safe and practical.
- Avoid leaving equipment on standby where full shutdown is permitted and does not interfere with remote access, backups, updates or security.
- Do not switch off servers, network devices, telephony, security, access-control, monitoring or other managed systems unless specifically authorised.
- Report damaged batteries, overheating, faulty power supplies and devices that fail to enter approved power-saving modes.

7. Lighting

- Use natural daylight where it is safe and does not create glare, overheating or accessibility issues.
- Switch off lights in unoccupied meeting rooms, kitchens, toilets, stores, offices and operational areas where manual control is available.
- Use task lighting rather than lighting a larger area unnecessarily where appropriate.
- Do not override timers, daylight controls or occupancy sensors without authorisation.
- Report failed sensors, lights operating continuously, excessive lighting and damaged fittings promptly.
- External, emergency, safety and security lighting must remain in service in accordance with the applicable requirements.

8. Heating, Cooling and Ventilation

- Use approved temperature settings and avoid unnecessary manual adjustment or simultaneous heating and cooling.

- Keep external doors and windows closed when heating or air conditioning is operating, unless ventilation, process, safety or comfort requirements dictate otherwise.
- Use zoning, timers and occupancy schedules so that unoccupied areas are not conditioned unnecessarily.
- Portable heaters, fans and air-conditioning units must be authorised and used only where a reasonable need exists.
- Do not obstruct vents, radiators, sensors or thermostats.
- Report unusual temperatures, draughts, leaks, noise, control faults or equipment running outside expected hours.
- Ventilation and indoor-air-quality requirements must not be compromised to save energy.

9. Kitchens, Meeting Rooms and Shared Spaces

- Boil only the amount of water required and use appropriate efficient appliances where available.
- Do not leave ovens, hobs, microwaves, coffee machines or other heat-producing appliances operating unnecessarily.
- Switch off meeting-room screens, video-conferencing equipment and projectors after use unless managed standby is required.
- Close refrigerator and freezer doors promptly and report damaged seals or abnormal temperatures.
- Avoid heating or cooling empty shared spaces and close doors where zoning depends on separation.
- The person organising a meeting or using a shared area is responsible for leaving it in an energy-efficient condition.

10. Operational Equipment and Sites

Where FENTON PHARMACEUTICALS LTD operates workshops, warehouses, production, site or specialist equipment, local operating procedures must define safe shutdown, standby and start-up requirements.

- Only trained and authorised personnel may isolate or shut down machinery, plant and specialist systems.
- Idle-running, compressed-air leaks, unnecessary extraction, heating, lighting and out-of-hours operation should be minimised where safe.
- Start-up and shutdown schedules should reflect actual operating hours, warm-up needs, product quality and maintenance requirements.
- Temporary site facilities, cabins, lighting and heating should use timers, zoning and efficient settings where practical.
- Safety systems, alarms, environmental controls, refrigeration, process continuity and required monitoring must remain operational.
- Energy waste, leaks and abnormal operation should be reported through the applicable maintenance route.

11. End-of-day and Last-person-out Checks

Managers should define who is responsible for local closing checks. A last-person-out check should be completed where this can be done safely and without interfering with managed or critical systems.

- Shut down permitted computers, monitors and office equipment.
- Switch off non-essential lighting and meeting-room equipment.
- Turn off authorised appliances and portable heaters or fans.
- Check windows and doors in accordance with heating, ventilation and security procedures.
- Confirm that required machinery, refrigeration, servers, alarms and safety systems remain in their correct state.
- Report faults, abnormal heat, noise, smells, leaks or equipment operating unexpectedly.

PART THREE - MANAGEMENT AND IMPROVEMENT

How equipment, controls, working arrangements and energy data support continual improvement.

12. Procurement, Maintenance and Automatic Controls

- Energy performance, operating cost, durability, repairability and appropriate sizing should be considered when replacing or procuring equipment.

- Automatic controls, timers, sensors, smart plugs and building-management settings should be used where they are safe, reliable and cost-effective.
- Default settings should be configured centrally where practical to reduce reliance on individual behaviour.
- Preventive maintenance should include controls, insulation, seals, filters, refrigerants and other items affecting energy performance.
- Energy-efficient replacement should be considered when equipment fails or reaches the appropriate replacement point; serviceable equipment should not be discarded solely for marginal efficiency gains without a whole-life assessment.
- Contractors and landlords should be engaged where energy waste arises from systems outside direct employee control.

13. Remote and Hybrid Working

- Employees should use approved power-management settings on company equipment used at home.
- Company devices should be shut down or placed in the approved managed state when not required.
- Employees are encouraged to heat, light and cool only the area needed for work where this is practical and consistent with health and comfort.
- No employee is expected to compromise home safety, security, ventilation or wellbeing to reduce energy use.
- Homeworking emissions may be estimated within the annual carbon footprint using working-pattern data and the Beyond Procurement Carbon Accounting Methodology.

14. Energy Monitoring and Carbon Reduction Plan

Energy use and associated emissions form part of the annual organisational carbon footprint. Relevant electricity, fuel and site data will be processed in accordance with the Beyond Procurement Carbon Accounting Methodology.

- Meter, invoice and landlord data should be retained and provided for the reporting period.
- Energy consumption will be reviewed at least annually and more frequently where useful data is available.
- Unusual consumption, out-of-hours load and significant year-on-year changes should be investigated where material.
- Reduction actions and targets will be recorded in the current Carbon Reduction Plan or an approved action tracker.
- Savings should be evaluated in both energy/carbon and financial terms where practical.
- Data limitations, shared buildings and landlord-controlled supplies will be documented rather than ignored.

15. Beyond Sustainability Hub

The Beyond Sustainability Hub will support implementation through practical guidance, role-relevant learning, action planning and communication of cost-and-carbon opportunities.

- Employees may be directed to short energy-awareness or role-specific learning.
- Energy actions and evidence may be tracked within the Hub or another approved system.
- Good practice, performance and improvement opportunities may be shared across the organisation.
- Relevant suppliers, contractors and facilities partners may be invited to use Hub guidance where their activity affects energy performance.

PART FOUR - SAFETY, CONTROL AND REVIEW

How necessary exceptions, faults, non-compliance and formal review are managed.

16. Safety, Security and Business-continuity Exceptions

The following must not be switched off, isolated or altered except by authorised personnel under the applicable procedure:

- fire, life-safety, emergency, security and access-control systems;
- servers, network, backup, monitoring and communications systems;
- refrigeration, environmental controls or equipment protecting products, samples or data;
- medical, laboratory, process or calibration equipment requiring continuous operation;

- machinery or plant where shutdown could create a hazard or damage;
- equipment required for approved overnight processing, updates or remote access; and
- any system identified by local risk assessment, landlord, manufacturer, IT or business-continuity procedure.

Where a necessary exception creates material energy use, the responsible team should consider whether scheduling, settings, maintenance or replacement can reduce consumption without compromising the requirement.

17. Faults, Concerns and Corrective Action

- Employees should report faulty controls, leaks, overheating, abnormal operation, unnecessary out-of-hours use and other energy waste promptly.
- Urgent safety or electrical concerns must be reported through the emergency or facilities route, and equipment should not be used where unsafe.
- Material or recurring issues should be investigated, assigned to an owner and tracked to closure.
- Repeated disregard of the policy may be addressed through normal management or contractor processes.
- Inaccurate energy data or public carbon information will be corrected promptly.

18. Related Documents and Arrangements

- Sustainability & ESG Policy;
- Current Carbon Reduction Plan;
- Beyond Procurement Carbon Accounting Methodology;
- Travel Policy;
- Applicable facilities, IT, health and safety, fire, security and business-continuity procedures;
- Equipment operating and maintenance instructions; and
- Hybrid-working and homeworking arrangements, where applicable.

19. Review and Approval

This policy will be reviewed at least annually and sooner where energy performance, building or equipment arrangements, carbon targets, legal requirements or the Sustainability & ESG Policy change materially.

The Managing Director or Owner, acting as Executive Sponsor, is responsible for approval. Operational responsibilities may be delegated, but executive accountability remains with the organisation.