**Switch Light Off Policy**

**Purpose:**  
This policy aims to promote energy efficiency, reduce operational costs, and support environmental sustainability by ensuring that lights are switched off when not in use.

**Scope:**

This policy applies to all employees, contractors, and visitors within the organisation and covers all office spaces, meeting rooms, restrooms, and other facilities.

**Policy Guidelines:**

1. **General Guidelines:**
   * Lights must be switched off in rooms and areas that are unoccupied.
   * Use natural light wherever possible during daytime hours.
   * Avoid leaving lights on overnight unless required for safety, security, or essential operations.
2. **Specific Area Rules:**
   * **Workstations:** Turn off lights at individual desks when leaving for extended periods (e.g., lunch breaks or meetings).
   * **Meeting Rooms:** Ensure all lights are switched off after meetings or events.
   * **Toilets and Communal Areas:** If you are the last person to leave, switch off the lights.
   * **Warehouse/Storage and Utility Areas:** Lights should be switched on only when the area is in use.
3. **Awareness and Accountability:**
   * Signage will be placed near light switches as reminders to turn lights off when leaving an area.
   * Supervisors and team leads are encouraged to model this behaviour and remind team members of the policy.

**Exceptions:**

This policy does not apply in the following cases:

* Lights required for safety or security purposes, such as emergency & fire lighting.
* Critical operations requiring continuous lighting (e.g., data centres or labs).

**Compliance and Monitoring:**

* Regular audits will be conducted to monitor adherence to the policy.
* Persistent non-compliance may be addressed through team discussions or further awareness initiatives.

**Implementation and Review:**

This policy will be reviewed annually to assess its effectiveness and update it based on feedback and technological advancements.

Owner: Mike Byrne (Company Director)

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Rachel Walker (Director)

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