

## ENVIRONMENTAL POLICY STATEMENT

**Craig Collinson** accepts responsibility for the harmful effects its operations have on both the local and global environment and is committed to minimising the impact of its activities on the environment.

The key points of its strategy to achieve this are:

- Meet or exceed all the environmental legislation that relates to the Company.
- Minimise waste by evaluating operations and ensuring they are as efficient as possible.
  - ✓ Minimise use of ink and paper:
    - printing only essential documents; e-mailing invoices; using double sided printing.
  - ✓ Turning off electronic equipment when not in use:
    - not leaving equipment in 'stand-by' mode.
  - ✓ Limited use of printed promotional material or traditional 'mail-shot' material.
- Actively promote recycling both internally and amongst its customers and suppliers.
  - ✓ Use of low waste / wax printer ink.
  - ✓ 'Save Trees' reminder on all outgoing e-mails.
  - ✓ Re-use paper only printed single-sided.
- Source products to minimise the environmental impact of both production and distribution.
  - ✓ Sourced an office supplies outlet that offers the maximum amount of recycled office supplies.
- The Company encourage staff to raise awareness of environmental issues and enlist their support in improving the Company's performance.
  - ✓ Minimise vehicular use by encouraging employees to walk to meetings or use Public Transport, where possible.

**Pamela Collinson**

**Operations Director – April 2018**