

Environmental

Statement of Intent

At our place, we are committed to reducing the impact on the environment by improving the way each person in the office conducts every day activities.

We are committed to comply with legislation and to continually improve our processes. We endeavour to educate our employees on environmental issues. We encourage staff to contribute and participate to the company's green philosophy.

We promote and encourage our environmental commitment freely and without prejudice to our suppliers and customers via the company website.

Our Aims

Energy

To continuously reduce our energy consumption by using energy more efficiently without loss of productivity or comfort:

- ✓ Switch off lights where possible
- ✓ Remember to switch off machines at the end of each day
- ✓ Turn the heating down or off when not required

Waste

To continuously reduce the waste sent to landfill sites:

- ✓ Monitor the amount of materials we use
- ✓ Recycle or repair materials and products where possible
- ✓ Recycle toner cartridges for all copiers and printers

Paper

To reduce the use of paper by maximising the use of alternative methods:

- ✓ To use double-sided printing and photo-coping where possible
- ✓ To use recycled paper and envelopes where possible
- ✓ To implement scrap paper pads as opposed to bought in notebooks

Transport

To reduce fuel consumption:

- ✓ To encourage staff to use an alternative method of transport into work

Litter

To practise the Environmental Protection Act 1990 by keeping our Office grounds clear of litter:

- ✓ Review the amount of recycle bins currently within the office.

Local Support

To participate in any local schemes or assist local charities, which will help improve the environment.

This policy is posted on the company notice board and is also documented in the staff handbook, which is available at all times.

All new employees are made fully aware of all the company's policies during their induction.

It is the responsibility of the Company Secretary to make sure this policy is continuously evaluated concerning possible improvements.

Signed for and on behalf of Toucan Sales Promotion Limited



Ms Samantha Lepore
Company Secretary