



STATEMENT OF ENVIRONMENTAL POLICY

Statement of Intent

Toucan is 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 and review our environmental progress against set targets for each year on an annual basis.

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

Our Aims and Targets

Energy

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

Target: To reduce our energy consumption by 3%

- Switch off lights where possible
- Do not heat unused areas of the office e.g. kitchen, conference room and main office at weekends
- Remember to switch off machines at the end of each day

Waste

To continuously reduce the waste sent to landfill sites:

Target: To reduce our waste consumption by 5%

- 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:

Target: To reduce our paper consumption by 6%

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

Target: To reduce fuel consumption

- Introduce a bike rack facility by end August 2008 so that staff may bike ride into work
- Where possible encourage staff to share cars to client meetings. Also encourage staff, who live locally to share transport to and from work.

Litter

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

Target to help maintain our local environment by reducing the amount of litter and refuse.

Investigate the implementation of recycle bins outside the office.

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 and to monitor the process regarding the targets set out above.

Signed for and on behalf of Toucan Sales Promotion Limited.



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Ms Samantha Lepore
Company Secretary

Next review date march 2009