

## Environment Policy

We have a sound track record for continuing business without causing pollution or carrying out any act in normal work that would contravene modern standards of maintaining a sustainable environment.

We will only source goods and services from companies or individuals who can demonstrate genuine and practical levels of environmental care and commitment. All suppliers must have a policy to recycle waste generated at manufacturing plants and not have any record of having caused pollution through mis-management or by easily avoidable mishap.

We conserve valuable resources, such as water and power and undertake to encourage others to minimise wastage of anything from raw materials to paper clips, and to re-use whenever possible.

We purchase office products and employ the services of others, by giving priority to those based within 10 miles of our office. Most are located within 5 miles.

In carrying out the daily functions of our business, we are determined move towards creating a paperless environment. We are also committed to reducing the need for any unnecessary journeys or travel in order to help to reduce the level of traffic congestion and pollution associated with it. We believe that both these objectives can be achieved without unduly affecting the sound business relationship or partnership that may develop with our customers.

We fully support the efforts made by communities to achieve the goals of their environmental commitments, including helping to reduce littering, pollution and wastage, by encouraging and advising on the recovery of materials for recycling, composting or safe disposal to protect our environment.