



P & P Technology
9 Hoblongs Ind Est
Chelmsford Road
Dunmow ESSEX
CM6 1JA

Environmental Policy

P & P Technology is committed to the conservation of the environment and to minimising the environmental impact of the company's activities. We have introduced our own basic Environmental Management System (EMS). This system will be fully operational by October 2019. This Environmental policy describes how we can achieve this aim and forms part of this Management System. Our policy is to use best practice guidelines and to work towards full environmental legislation.

- To comply with applicable environmental legislation and relevant codes of practice
- To integrate environmental considerations into business decision making and to assess our companies actions on the environment.
- All printing material will be sourced from FSC/PEFC or other certified sources.
- To constantly strive to reduce our waste products and to continually monitor our waste management performance
- To make efficient use of energy
- To integrate environmental impact information with our customers and suppliers and to give our employees clearly defined roles and objectives.
- To gradually improve our environmental performance and to improve our auditing and document control.
- Periodic reviews by the Managing Director and to update this policy annually. Our Environmental policy is available to all our clients and suppliers.

Specific objectives

We will target relevant activities where we have direct control and where our activities can cause a direct impact. These will gradually be extended. Areas targeted initially are described in this document. We actively seek to prevent noise and pollution in all activities and will regularly review our policies in the light of increased knowledge. Our Environmental Management system will constantly evolve. This is a vital part of our continued improvement.

In House Commodities

All training manuals and other company documents are printed double-sided/duplex to reduce paper consumption. Our company stationary is printed on FSC certified, bleach and CFC free paper. Ink cartridges are refilled. We have also now moved over to 'Print on demand' only sales literature and actively encourage the use of e-literature and e-mail. We also encourage the use of e-mail and web based communication from all our suppliers and partner companies. We continue to make headway towards a paperless office. All waste paper within the company is now recycled. Duplication of mail sent to the company is pro-actively discouraged. We are registered with the business

reply service to prevent unnecessary and unwanted paper mail. Electricity is used on demand only. All unwanted electrical items must be switched off when not in use. Our heating system is on a timed circuit. All cleaning agents and aerosols that are used must be CFC and aerosol free.

Professional Commodities

We actively encourage all our suppliers to use Recycled /FSC paper. We require all communication (except for documents that requiring signing) from our suppliers to be sent via email or on recycled paper. We only use treesaver envelopes when purchased by our clients. We insist that our suppliers recycle certain items when delivering to us. e.g pallets. Additionally we ensure our suppliers have an environmental policy and we conduct an audit of these suppliers every two years. The packaging that we use for our clients is substantial to protect the items but minimal to ensure that paper and cardboard waste is kept to a minimum.

Travel

We encourage environmentally friendly commuting. We have only one company vehicle. By only having one vehicle we reduce unnecessary usage and ensure that public carriers are used.

Equipment Disposal

All telephones and mobile telephones that are unwanted are donated to Essex Air Ambulance. All unwanted/unused computers and equipment are donated to local charities or schools. In 2007 we stopped sending Christmas cards to our customers and suppliers, preferring to donate the money to the local RSPCA centre.

Responsibility

The environmental policy applies to all areas of our operations. The Director of P & P Technology assumes a full role to ensure the policy is implemented throughout the company. All persons have a responsibility in their particular jobs to ensure that the aims and objectives of this policy are met. Every employee will be involved in reviewing and extending the policy and in discussing any specific matters that may have arisen. Suggestions are welcome at any time.

Access to the policy

This policy is available for inspection at any time by any member of our team, our clients or suppliers. This policy will be extended to our website and sales literature in 2019.

Signed for and on behalf of the company:

John Castle 25.08.21

John Castle
Managing Director P & P Technology