

Environmental Policy

Policy statement

Total Office intends to pursue its operations in an environmentally responsible manner. It recognises its responsibility in managing company operations to ensure the safety of the environment and also to reduce the environmental impact of its activities consistent with sound business practice. The Directors of the company acknowledge the importance of effective management in helping to protect the environment and have introduced an Environmental Management System, certified to ISO 14001:2015, believing that commitment to sustainability of the environment makes good business sense and should be a fundamental and integral part of the business strategy.

To ensure the company maintains these standards, procedures have been implemented to achieve the environmental objectives set out in the company's Environmental Policy, which is available to all staff. Management and staff will help achieve the company's aims by:

- ❖ Being aware of how its activities impact upon the environment and by seeking to Manage an effective waste system, with continuous monitoring and reduction of its overall waste streams
- ❖ Conserving energy and resources to minimise pollution. This includes energy efficiency within the office, the use of public transport where possible by staff and investigation into cleaner fuels for its vehicles
- ❖ Complying with the legal and statutory responsibilities, playing a part in maintaining the ISO 14001 Environmental Management System and striving for continuous improvement by setting, monitoring and meeting the environmental objectives
- ❖ Procuring recycled or reuse products wherever possible and promoting the sale of stationery products utilising sustainable forestry plantations
- ❖ Actively promoting recycling with its clients and the wider community including the re-use of packaging, stationery and containers to reduce dependence on non-reusable products
- ❖ Educating staff in environmental issues and the implementation of the company's environmental policy
- ❖ Working with suppliers and companies who are equally committed to resource conservation and wider environmental issues and by demonstrating responsiveness to the environmental concerns of neighbours and the communities where we operate
- ❖ To include 'whole of life' sustainability considerations, where feasible, in its procurement for the business

This policy will be reviewed on an annual basis.

Signed.....

John Thurgood
Managing Director

Date: 01/12/2020

