

Environmental Policy for Publicity Project (Newbury) Limited

PP's environmental policy

Much of our working life is spent in the office and we must endeavour to keep our carbon footprint to a minimum. Where we have some control over external resourcing, we will also attempt to follow a similar principle

External resourcing

It is our intention, wherever possible, always to encourage clients to allow us to specify papers and boards for any printing work that we sub-contract, that is ecologically sound - i.e. that it has a high percentage of re-cycled fibre and a minimum percentage of virgin fibre content.

Additionally, we will endeavour to source papers and boards that are FSC certified and that use limited amounts of energy and resources in their production - i.e. elemental or ideally totally chlorine free (ECF or TCF).

Wherever possible, we will also encourage printers to use inks that are solvent free. and specify digital printing to encourage shorter print runs to cut down on wastage.

Internal use of resources

Wherever possible we will endeavour to use ink/toner cartridges that can be recycled, or that can be sent to charities as part of their fundraising exercise. Currently (March 2009), we send all used cartridges to the RNIB.

All waste papers and boards used in the office must go into our own recycling bin which is collected monthly by a locally based recycling company and any clean but discarded paper should be re-used for jotters.

Replacement of paper-based sales material by electronic media wherever possible - largely through the increased interest and positive response to our website, that is updated on a fairly frequent basis.

All lights and as many electrical appliances as possible are switched off at night, rather than put on standby.

Enviro management system

Part of the annual review is to include a review of how we manage this policy and our impact on the environment in general. This is to cover both in-house issues and externally produced (mostly sub-contract) print work. In particular - check the

Continued

Environmental Policy for Publicity Project (Newbury) Limited

PP's environmental policy - continued

following: Reduce 'stand-by' on all computer kit. Further suppliers FSC certified?

Specifically, check that any agencies used to dispose of any office waste - usually paper, are accredited for this, and that they provide us with a relevant certificate.

General note

Whilst we don't produce any specific waste ourselves, other than typical office waste (which we must continue to monitor and dispose of properly), we do need to constantly check that we are doing all we can, as noted in our enviro policy.

Let's keep our annual check going (last one in September was quite fruitful) and keep a watchful eye on everything environmental!

Auditing our policy

This is really part of our annual review and if anything specific arises - either at our annual check, or on an adhoc basis through the year, let's address it and add or supplement our policy as appropriate.