

# Environmental and Quality Policy

The Management is committed to comply with the requirements, and continually improve, the effectiveness of the Integrated Environmental and Quality Management System.

The Management is also committed to comply with applicable legal requirements and other requirements to which the organisation subscribes which relate to its environmental aspects.

## **Our Scope of work includes:**

Supply and installation of business supplies, clothing, equipment and furniture, and the provision of associated services.

The key points of our strategy to achieve this are:

- Identify, monitor and manage the existing, and potential, aspects of our operations that have significant impact on the environment, in line with a culture of continual improvement.
- Minimise our impact on the local environment, the reduction of resource consumption and the prevention of pollution.
- Recognise the responsibility that staff have in contributing to good environmental management - we seek to harness and channel the enthusiasm and interest shown by staff and will provide appropriate information and support to ensure all staff exercise their environmental responsibility.
- Reduce our consumption of raw materials and encourage our suppliers to be more environmentally friendly.
- Procure and supply sustainable products wherever feasible, ie recycled, FSC
- Reduce, reuse or recycle waste wherever possible.
- Minimise water, energy and resource usage by better planning and recycling within our premises.
- Implement a zero waste to landfill policy.
- Work to eradicate single use plastics from our offices, packaging and products.
- Communicate our environmental and quality commitment to our customers, contractors, suppliers and staff through our environmental and quality policy.
- Respect our neighbours by considering environmental impacts on the communities in which we operate.
- Meet or exceed the expectations of our customers, and interested parties.
- Continually improve our products and services by monitoring our performance via customer feedback and key performance indicators to identify and quantify possible improvements.

- Take swift remedial action in response to customer complaints, as well as take appropriate investigative steps to develop a long-term solution.
- Quality and Environmental checks are carried out on a scheduled basis to ensure consistency.
- Monitor the effectiveness of actions.

This policy establishes the framework for setting and reviewing our Quality and Environmental Targets and Objectives.

Our Quality and Environmental Targets and Objectives are monitored at different stages throughout the year and results are assessed at least once a year at a Management review meeting attended by top management.

Adrian Carter

MD