

## **AM Reprographics Environmental Policy.**

### **Introduction and Aim**

AM Reprographics is a digital printing company, operating from a site in Bedminster, Bristol.

Our main lines of business are digital printing and copying, scanning, document transfer, web based drawing ordering, finishing services and other associated services.

It is our aim to reduce the environmental impacts of our business and to operate in an environmentally responsible manner.

This policy contains a variety of practical measures to be taken in order to enable us to Make a contribution towards protecting the environment at all levels of our activity.

### **Responsibility**

This environmental policy applies to all of our operations including management, office services, printing, delivery and procurement. Sandra Kelly, Office Administrator is responsible for ensuring that the policy is implemented. However, partners and all employees have a responsibility to ensure that the aims and objectives of the policy are met.

### **Key Objectives**

- To reduce unfavourable impact on the natural environment through our work and consumption
- To conserve and support the use of sustainable resources.
- To follow the “waste hierarchy”:
  1. Reduce;
  2. Reuse or Reclaim;
  3. Recycle
  4. Dispose - as a last resort.
- To develop organisational awareness of the need to care for the environment, and establish and follow environmental good practice.

## **Objectives**

### Use of materials

AM Reprographics will, where appropriate and possible:

- Use double-sided printing and photocopying
- Reuse printed paper for draft copies, internal notices, rough paper, draft printing, and informal hard copies of documents.
- Encourage electronic filing and archiving.
- Limit the use of cover sheets for faxes.
- Ensure fax machines print reports only if there is a problem.
- Take care, when producing letters and documents, not to run over on to another page.
- Recycle old packaging materials.

### Purchasing

AM Reprographics will, where appropriate and possible:

- Purchase environmentally sustainable or recycled products
- Favour suppliers who use little packaging as part of their supply contract, and who operate according to sound environmental policies.

### Electrical and Waste conservation

AM Reprographics will, where appropriate and possible:

- Minimise energy consumption by switching off electrical appliances when not in use for long periods or overnight, including lights, printers, computers, computer monitors, heaters and mobile phone chargers.
- Minimise waste by using washable crockery, cutlery, cups etc, rather than paper plates, plastic cups etc.

### Disposal of Materials

AM Reprographics will, where appropriate and possible:

- Recycle all paper waste.
- Recycle all cardboard waste
- Recycle all ink cartridges for charity organisations

### Chemicals

AM Reprographics will, where appropriate and possible:

- Use environmentally sound cleaning products and materials
- Use all products sparingly
- Provide an environment free of hazardous materials

### Employees awareness

AM Reprographics will, where appropriate and possible:

- Provide clearly labelled containers for recycling with details of what can and cannot be recycled.
- Encourage employees to behave in an environmentally responsible manner.
- Include relevant information in new employees' handbook.
- Post Environmental policy on Website.

### **Targets**

TARGET	RESPONSIBILITY	DATE
<p><b>Reduce general waste and ensure all recyclable products are recycled</b></p> <p>switch supplier to optimise recycling possibilities</p>	<p>SEK RRY</p>	<p>Spring 2006</p>
<p><b>Instil a workplace culture of environmentally-friendly practice.</b></p> <p>Use FSC / ECF paper</p> <p>Encourage staff to double-side copy where possible, reuse paper, email where possible, use recycling</p> <p>Encourage customers to use matt or silk paper rather than gloss, which is less recycled and less recyclable</p>	<p>AK  AK  AK</p>	<p>immediate ongoing</p> <p>Early 2006</p> <p>immediate ongoing</p>

### **Monitoring and auditing**

Progress against these objectives will be reviewed at the beginning of quarter 2, 2006.

### **Communication**

The Environmental policy is available on request. If you would like to request or discuss, please contact Sandra Kelly on 0117 9231551. This policy is also available on our web site, <http://www.amrepro.co.uk>.

*R.R.Young*

R Young Managing Director  
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