

<Insert Company Name>

The Environmental Policy of Company ("Company") is to ensure so far as it is reasonably practicable that its operations are conducted with a commitment to protecting and enhancing the environment.

As an office we know that we generate waste from our products. However as we strive for excellence in every aspect of our business we are committed to minimising the environmental impacts of the business.

1. **Our stated aims are to:**

- 1.1 Aim to continuously improve environmental performance particularly with regards to our recycling.
- 1.2 Where possible we will use environmentally friendly paper.
- 1.3 We will use 'wash and go' unless confidentiality may be compromised.
- 1.4 Reduce our consumption of resources by printing only when practicable
- 1.5 Manage waste generated in our business operations according to the principles of reduction, reuse and recycle.
- 1.6 Recycle all paper products.
- 1.7 Comply as a minimum with all relevant environmental legislation as well as other environmental requirements.

This Environmental Policy Statement will be reviewed and updated as necessary. The management team endorses this policy and is fully committed to their implementation.

This Environmental Policy Statement is authorised by:

Name: <<Insert Name>>
Position: << Insert Name of Director/Partner >>
Date: <<Date>>
Signature: