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## Environmental Policy

Creative Office Solutions LTD recognises the importance of operational and supply chain sustainability, and endeavours to pursue its operations in a responsible and eco-conscious manner.

We are committed to minimising the environmental impact of our operations through participation in the Weaver Sustainability Programme, focused on implementing and maintaining sustainability standards in five key areas: carbon footprint, single-use packaging, social responsibility, sustainable products, and waste management. Creative Office recognises that commitment to the environment and sustainability is a fundamental part of good business strategy.

Creative Office are committed to being fully compliant with existent and future carbon footprint legislation and aim to be Net0 by 2030. The Environmental Policy, which is available to all staff, sets out the objectives implemented by the company to achieve these goals and maintain environmental and sustainability standards. Management and employees will help to meet these standards by:

- Conserving energy wherever possible to minimise pollution. This includes energy efficiency within the office: turning off electric items such as lighting, heating, air conditioning, computer equipment and kitchen appliances. The last person to leave the office each day should ensure that all electronics are switched off. Furthermore, staff should be conscious of electrical items being unnecessarily switched on during the day and switch them off wherever possible to reduce wasteful energy usage and minimise our carbon footprint.
- Making use of the water dispenser throughout the workday. The water dispenser was purchased by the company from AquaAid as a donation to The Africa Trust, whereby the donation is used to build an Elephant Pump in an African community. Use of the water dispenser eliminates the need for disposable plastic water bottles, which ultimately reduces our overall waste. The hot water function on the water dispenser should be used when making hot drinks, as it uses less energy than a kettle.
- Partaking in monthly revised training on new and updated policies regarding the company's environmental policy. Staff are encouraged to contribute new ideas for how we can further our waste reduction and be fully engaged and committed to helping the business achieve its environmental goals.
- Being conscious of which bin to use when discarding rubbish. If unsure, refer to the 'recycle vs general waste' poster to know which bin to use. Anything that can be recycled should be put into the recycling bin, and employees should be mindful of which items can be recycled in order to cooperate with the company's aim of maintaining an effective waste management system.
- Actively promoting recycling with clients and working with suppliers and companies who are equally committed to sustainability and resource conservation.
- Procuring recycled or reuse products where possible and promoting the sale of stationary products utilising sustainable forestry plantations.

The Creative Office Solutions LTD Environmental Policy is issued in compliance with requirements of the Environmental Protection Act 1990. The policy is made available to employees and will be reviewed and revised on an annual basis.

Signed : *N. Owen*

**Nick Owen**

Managing Director

22/02/223