



## Environmental Policy

As part of one of the leading office products groups - OfficeStar , we acknowledge our responsibility to, and the commercial advantages of, maintaining a sound environmental policy and approach which meets the requirements of BS EN ISO 14001:2004.

We are committed to promoting sustainable development, to continuously improving our activities and to conducting our business in a responsible way. Being sensitive to the environment is a key part of our corporate social responsibility.

We recognise the importance of, no matter how small, the impact of our activities on the environment and that there is a need to constantly consider ways in which we can conserve energy and minimise waste in all activities that we undertake.

In addition to compliance with all relevant legislation and regulations, we endeavour to take positive action in reducing impact on the environment by a measured programme of focused activities.

### **We are working for a better environment**

As a reliable business partner, it is critical to us that we operate as responsible corporate citizens .

We have integrated environmental management into our entire range of business activities.

Our objective is to minimise the adverse environmental impacts of our activities by utilising and promoting the use of recycled materials whenever possible, ensuring that materials are disposed of in an environmentally safe manner at the end of their useful life.

It is our policy to work with our staff, suppliers and premises Management Team to ensure that all waste is disposed of in line with legal and environmental requirements.

Our management takes a leading role in environmental matters for the company, but everyone at our company shares this common vision and takes responsibility for our environmental performance.

### **We source office products responsibly**

We access an extensive supplier base focusing on those suppliers that offer products, services and business methods with the strongest environmental credentials wherever possible.

We support environmental certification based on independent third-party verification and have obtained ISO14001 certification for all of our business activities.

## **We look to continuously improve our environmental performance**

We work hard to promote products, services and working methods and to improve our environmental performance and energy efficiency by managing electricity, and water supplies to ensure minimum consumption through energy efficient initiatives. It is our policy to make efficient use of natural light within our building and to conserve energy by adopting an 'only turn on when using' approach to equipment.

We are committed to a process of continuous improvement.

We will work closely with our suppliers, customers and others within our channel to examine ways in which we can work together to improve our combined environmental performance.

This environmental policy is reviewed on an on-going basis and will be updated as necessary.

**Steve Taylor**  
**Managing Director**

**A&A Business Supplies**

