



Environment & Sustainability Policy

ERS Europe Ltd is committed to promoting sustainability and minimising the environmental impact of the Company's activities. Our aim is to exercise proper control over our activities in order to promote the use of sustainable resources and discourage wasteful or damaging practices. Where we have influence, we will strive to protect the earth's resources for future generations.

Our Principles & Commitment

- To comply with environmental legislation, regulations and codes of practice.
- To integrate sustainable and environmental considerations into all our business decisions at every level of the company.
- To promote awareness and understanding of environmental issues among all staff, suppliers, contractors, customers, shareholders and within the local community.
- To ensure our activities in the office, warehouse and transportation are sustainable.
- To review and strive to continuously improve our sustainability performance.

The company will maintain an Environmental Management System (EMS) which aims to meet the requirements of ISO 14001 by following these steps:

1. Monitor and assess the impact of current activities on the local environment and examine any significant impacts on the general environment.
2. Undertake measures to prevent or eliminate pollution. Where this is not feasible, undertake measures, taking account of the possible clean technologies, to reduce pollution and waste to the minimum and conserve resources.
3. Establish monitoring procedures, including documented measurement and testing to check compliance with the company's environmental policy.
4. Establish and implement procedures and actions in the case of non-compliance with the company's environmental policy.
5. Pursue an open dialogue with the public and provide the public enough information to enable them to understand the environmental impact of the company's activities.
6. Provide customers with adequate advice about environmental aspects of handling, using and disposing of the company's products.
7. The company will audit its sub-contractors to ensure that they apply the same environmental standards as the company

In order to put these principles into practice, we will:

Waste

- Promote the principle of 'reduce, reuse and recycle'.
- Reduce waste of natural resources on our premises (such as water).
- Separate and recycle waste materials in the warehouse to reduce the amount that goes to landfill sites including recycling plastic packaging, cardboard, broken pallets, broken toner and inkjet cartridges.
- Reduce pollution by properly disposing of any waste materials.
- As far as possible arrange for the reuse or recycling of office waste, including paper and redundant equipment.
- Reuse paper and envelopes in the office and warehouse, for example by printing on the back of used paper for internal or draft documents, reusing envelopes for internal use.

Energy

- Manage and conserve energy and water efficiently (ie by encouraging staff to turn off electrical goods, heating, lighting and air conditioning when not in use, closing the warehouse shutters in cold weather to conserve heat).
- Regularly service the boiler and air conditioning units to ensure maximum efficiency.
- Investigate energy saving devices and adopt them where they are economically viable.

Transport

- Where we are able to, ensure company vans are loaded as fully as possible to avoid unnecessary journeys.
- Manage the regular routes taken by our van drivers to ensure efficiency.
- Promote the use of appropriate sized vehicles when arranging transport of goods to optimise the vehicle's capacity.

New Developments

- Consider the environmental impact and sustainability of any new procedures or new developments.

Travel and Meetings

- Use teleconferencing where possible (rather than visit) our overseas parent company in the USA and other countries where regular contact is required.
- Share transport when two employees are travelling together to meetings.
- When recruiting new staff, try to attract local people whose journey to work would have less impact on the environment.
- Encourage staff to travel to work in the most environmentally efficient way.

Purchasing

- Aim to purchase environmentally efficient equipment and bio-based products.
- Influence suppliers and contractors to support our environmental and sustainability policy when ordering goods and services.

Packaging

- Buy cardboard packaging made from recycled materials or from well-managed, sustainable sources.
- Reuse boxes that we have received from our customers.
- Encourage empties suppliers to accept used collection boxes from us to collect their empty toner and inkjets.
- Encourage empties suppliers to re-use their own cardboard packaging to collect smaller quantities of empty toner and inkjets.

Communication

- Promote our principles concerning the environment and sustainability to our staff, customers, contractors and suppliers and to the local community.

Pollution

- Limit the possibility of environmental accidents and draw up a contingency plan.
- Evaluate, control and reduce the noise within and outside the site where practicable.

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