

WarrensOffice Ltd Environmental Policy

WarrensOffice Ltd will conduct its business operations in an environmentally responsible manner. Directors of the company recognise the importance of managing operations to ensure the safety of the environment and to reduce the environmental impact of its activities, consistent with sound business practice. The company maintains an Environmental Management System, certified to ISO 14001, believing that commitment to sustainability of the environment makes good business sense and should be a fundamental and integral part of the business strategy. Warrens is a member of the Winchester Action on Climate Change, pledged to cut the city's carbon footprint substantially by 2012 and has signed the Winchester Declaration of Climate Change as a demonstration of its own business commitment.

To ensure the company achieves this policy, procedures have been implemented to achieve the following environmental aims, which are communicated to all staff. Management and staff are committed to:

- ❖ Being aware of how WarrensOffice's activities impact upon the environment and seek to manage an effective waste system, with continuous monitoring and reduction of the overall waste streams
- ❖ Complying with legal and statutory responsibilities, playing a part in maintaining the ISO 14001 Environmental Management System and striving for continuous improvement by setting, monitoring and meeting environmental objectives
- ❖ Actively promoting recycling with WarrensOffice clients and the wider community, through involvement in voluntary networks
- ❖ Reusing packaging, stationery and containers to reduce dependence on non-reusable products
- ❖ Procuring recycled or reusing products wherever possible
- ❖ Educating staff in environmental issues and the implementation of the environmental policy
- ❖ Conserving energy and resources to minimise all forms of pollution. This includes energy efficiency within the office - the use of public or shared transport, the use of bicycles or walking, where possible, by staff and the investigation into cleaner fuels for our vehicles
- ❖ Working with suppliers and companies who are equally committed to resource conservation and wider environmental issues and by demonstrating responsiveness to the environmental concerns of neighbours and communities where we operate

This policy will be reviewed on an annual basis.

Signed:

22nd June 2011

Paul Morgan
Managing Director