

## Environmental Policy v1.03

The Citipost Mail, TPC and 13ten Group is concerned in E Commerce and Mail processing. We recognise that our operations have an effect on the environment and we wish to minimise the potentially harmful effects of such activity wherever and whenever possible. We also recognise that good environmental management must be an integral and fundamental part of our corporate business strategy.

Our policy is to meet or exceed all environmental regulations, laws and codes of practice. We are committed to the prevention of pollution and to minimising the impact of our operations on the environment. This environmental policy is the company's statement of environmental goals which outline our commitment to continual environmental improvement.

To be successful, the environmental policy statement needs to be company-wide and therefore commitment is required from the whole workforce. The Quality Manager has specific responsibility for policy development, coordination and evaluation of performance. Line managers have an important role to play in helping employees to understand and implement the relevant aspects of this policy in their day-to-day work through the regular communication of objectives, action plans and achievements.

### **Energy Use**

We will use environmentally safe and sustainable energy sources to meet our needs.

### **Resources**

We will improve our environmental performance by conserving energy, water, wood, paper and other resources, particularly those which are scarce or non-renewable, through efficient use and careful planning, while still providing a safe and comfortable working environment.

### **Recycling**

We will promote recycling and the use of recycled and refurbished products and materials where such alternatives are economical and suitable, while reducing consumption of materials wherever possible.

### **Waste Disposal**

We will minimise waste, especially hazardous waste, in all our operations and product development and will dispose of all waste through safe and responsible methods.

### **Suppliers**

We will work with our suppliers to ensure they recognise and reduce the environmental impact of their products and transportation through a quality purchasing policy.



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## Pollution

We will monitor relevant discharges and emissions to air, land and water to assess what action is necessary to reduce pollution or the risk of pollution.

## Buildings

We will ensure, where practicable, that buildings occupied by us are constructed and operated to optimise their environmental performance.

## Training

We include environmental issues in all company training programs and encourage the implementation by all company staff of sound environmental practices. The necessary personnel and financial resources will be allocated to assist the company in meeting its environmental objectives. In addition, the company will maintain levels of environmental awareness throughout its workforce.

## Policy Review

This environmental policy will be reviewed annually and, if necessary, revised to reflect the latest developments. We will conduct an annual self-evaluation of our performance in implementing these principles and in complying with all applicable laws and regulations and other requirements.

This policy is mandatory. It is implemented through a documented management system designed to comply with the requirements of ISO9001 and ISO14001.

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## POLICY APPROVAL

**Managing Director  
(Citipost Mail Ltd)**

**Rob Bradford**

Signed:



Date:

7-3-17

**Managing Director  
(The Processing Centre Ltd)**

**Bob Powner**

Signed:



Date:

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