

# ENVIRONMENTAL POLICY

Central Mailing Services Limited provides a complete mailing and printing service to its customers.

The company will ensure that all operations are performed in a safe and efficient manner and will comply with the Health and Safety at work act. Sufficient resources and equipment will be provided to ensure that the company can produce the required quality of printed matter without endangering the health or safety of its employees. The company operate management systems that are based on the requirements of ISO 9001, ISO 14001, and ISO 27001.

The Company has an ambitious plan to become Net Zero by 2035 and is actively working to achieve recognised accreditations for its commitment to Environmental and Social sustainability.

The Company has invested significantly in new technology to drive forward its pledge to reduce Environmental impact. This investment is continuous and gives the customers of the company the opportunity to drive Scope 2 and 3 reductions in their environmental footprint. Energy usage is carefully considered and reported, with regular reviews to look to always improve. This review strategy is all applied to the use of all consumables used by the company. Waste and usage are recorded and documented. Reduction and CI targets are set by senior management and quarterly reviews are carried out.

Our management system will address all the following aspects to ensure we can achieve a continual improvement in quality, environmental, health & safety and security management.

- Control of information to ensure it is correct and up to date. Regularly review relevant legislation, other requirements, and contractual obligations to ensure we comply.
- Conduct regular consultation and communication sessions to inform the employees of our objectives and any requirements.
- Promote environmental awareness and seek suggestions for improvement.
- Recover and recycle as much raw material as is possible.
- Minimise the amount of make ready and rework necessary.
- Investigate and improve where possible the use of energy.
- Operate in a responsible manner to prevent the risk of pollution and protection of the environment.
- Encourage our customers and suppliers to demonstrate environmental concern.
- Maintain company systems for the ongoing identification of hazards, the assessment of risks, and the implementation of necessary control measures to reduce these risks.
- Consider the concerns and suggestions of all stakeholders, including neighbours and the public.
- We accept our responsibility for health, safety and welfare of others (public, contractors and visitors) that may be affected by our business.

- Manage and test our business continuity plan. We will conduct regular reviews of our performance against the above to become proactive in our approach to future improvements.
- Sustainability and sustainable development will be key considerations in all aspects of sourcing, manufacturing, and distribution.
- We will wherever possible endeavour to meet the needs of the present whilst not compromising the ability of future generations to meet their own needs.

Examples of our policy at work include:

- We recycle 100% of our paper waste
- We recycle 100% of our cardboard waste
- We're powered by clean, renewable energy from British Gas
- We use water and vegetable-based inks which are kinder to the environment
- All paper stocks are FSC
- All glue stocks are vegan based
- All recyclable Production waste plastic waste is bailed and recycled
- All office Environments has separate recycling facilities for food waste, paper and tins plus general waste
- Car sharing and bike to work is actively encouraged

This policy and management system will provide the framework for setting and reviewing of targets and objectives that will enable us to become proactive in our approach to future improvements. All personnel employed by the company will be suitably trained in the skills necessary to satisfy this policy. This policy and the resultant Operational System have been agreed by the Managing Director and will be followed by all personnel.