

The Signature Works are committed to the principles and practice of protecting the environment from the result of the activities in creating products and services for our customers and wealth and employment for our employees and owners.

We are also committed to continual improvement in the performance of our operations so that the environment is protected and ultimately enhanced by our operations.

### Responsibility

Malcolm Ditty (Managing Director) is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

### Policy Aims

#### We endeavour to:

- Comply with or exceed relevant legislative requirements.
- Where these are inadequate we will set our own standards that comply with our environmental & ethical criteria.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.
- Encourage manufacturing suppliers to recognise their environmental responsibilities.
- Design and manufacture our products with consideration for the environment.

#### Energy:

- Use energy efficiently and generate emissions that are controllable and of the least harmful type.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

#### Waste:

- Use raw materials economically, causing as little waste as possible
- Collect waste and ensure that it is reused or disposed of in as environmentally -friendly manner as possible
- We will only use licensed and appropriate organisations to dispose of waste.
- We will sort waste for recycling purposes.

**Paper:**

- We will minimise the use of paper in the office.
- We will reduce packaging as much as possible.
- We will continue to use recycled and recyclable paper based products.
- We will reuse and recycle all paper where possible.
- We will favour more environmentally friendly and efficient products wherever possible.

**Transport:**

- Attempt to alleviate carbon dioxide emissions by encouraging employees to share transportation on their journeys to and from work.
- We will reduce the need to travel, restricting to necessity trips only.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- We will make additional efforts to accommodate the needs of those using public transport or bicycles.

**Culture:**

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will provide staff with relevant environmental training.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- We will use local labour and materials where available to reduce CO2 and help the community.
- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will endeavor to reach accord with every supplier so that in generating raw materials for our purposes those processes are also environmentally neutral, even if this requires our partial investment in new processes.

This policy will supersede the existing Environmental Policy (TSW080) and will be made available to all staff via the internal HR portal as part of the staff handbook. All policies are reviewed annually. This policy will also be made available to the public as a downloadable PDF on the company website and as a hard copy in reception.

Malcolm Ditty (Managing Director)



Peter McConvey (Managing Director)



Stephen Collins (Operations Director)

