

TECH-TRENDS LTD ENVIRONMENTAL & SUSTAINABILITY POLICY

General Statement

The overarching principle for an environmental policy is the adoption of the principles of sustainability which means operating in a framework that meets the needs of the present without compromising the abilities of future generations to satisfy their own needs.

Tech-Trends Ltd acknowledge the influence that our daily working lives and activities have on the environment. We are committed to the continual improvement of the way its business impacts on the environment and by its policies and actions shall inspire the confidence of its clients, employees, suppliers and contractors.

Environmental policy

Tech-Trends Ltd will achieve this by:

- Working towards achieving BS EN ISO 14001 standards for its environmental management and gaining formal accreditation as soon as is practicable.
- Ensuring that the business objectives accord with a policy of sustainability for the future.
- Fostering an understanding of environmental issues arising from its business activities amongst its clients, employees, suppliers and contractors or any other persons with whom it interacts.
- It will encourage the commitment and involvement of its employee's in implementing this policy in its day to day activities.
- Maintaining a healthy working environment for all its employees.
- Adopting the principles of sustainability throughout – that its practices meet the needs of the present without compromising the abilities of future generations to meet their own needs.

Tech-Trends Ltd will carry out an environmental audit of all its activities to ensure that the environmental effects are either:

- Eliminated;
- Reduced;
- Isolated;
- Controlled.

Strategy and Interim Action Plan for Tech-Trends Ltd

We are able to demonstrate that our environmental policy is more than just a set of words – to be meaningful and be supported by establishing and maintaining a review and audit process.

However, that process should not be complicated or time consuming and should be viewed as good business practice when the benefits are discernible such as cost reductions.

1. Carrying out regular audits and implementing its results as soon as practicable.
2. Examining work carried out for clients to ensure that every aspect accords with environmental sustainability and good practice

In the meantime, the following issues to be examined with a view to interim implementation:

Operational impact

- Ensure operational staff are fully aware of energy efficiency measures that can be taken on sites they visit and can advise customers accordingly.
- We have introduced a “Buy Recycled” policy and ensure that all purchases are examined with a view to identifying recycled options. All paper used is recycled.
- We will ensure that waste materials from sites such as metal are disposed of in appropriately licensed waste management facilities.
- Separate bins for waste paper to be collected for recycling.
- Copies to be double sided wherever practicable
- Margins on documents to be maximised and spacing reduced.
- Drafts to be circulated electronically (email) before printing.
- Printing to be avoided, so far is practicable.
- Correspondence to be by email wherever possible and stored electronically and not on hard copy.
- Energy saving measures to be implemented on all ICT equipment.
- Replace all existing light fittings with energy efficient units.
- All lights to be extinguished when rooms left empty.
- Time switches to be introduced where appropriate to control heating, lighting and air conditioning.
- Eliminating use of disposals such as paper/plastic cups by using china or other, permanent material cups. Identifying current waste products from business and recycling or replacing as appropriate such as glass bottles, plastic containers.
- Identifying areas which can be reduced such as magazine purchase.

Results

The results of the interim measures and the audit to be published for employees, suppliers, contractors and clients to see on a regular basis.

Remedial action will be taken quickly if breaches are found in the operation of the policy.

Signed:



Name: Paul J Palmer

Position: Director

Date: 18 August 2011