

Complete Business Supplies Ltd. Environmental Policy.

Complete Business Supplies Ltd regard environmental conservation as an integral element in our business activities. We therefore aim to establish and maintain a high standard in all the companies' activities so as not to knowingly cause any harm or pollution to the environment.

We are committed to:

- Operating in accordance with relevant laws, regulations and professional codes of practice
- Continual improvement in our environmental performance
- Educating and training our employees to conduct their activities in an environmentally friendly way
- Working closely with regulatory bodies, environmental organisations and all other interested parties on environmental issues
- Only using sustainably source paper products on all printed goods.

Our objectives and target areas include:

- Reviewing energy consumption
- Reduction of vehicle pollution, CO2 emissions and excess use of fossil fuels.
- Waste reduction including packaging and paper
- Recovery and recycling programmes – where possible

As a company, both management and staff share the commitment to:

- Work in accordance with the intent and practices of our environmental policy
- Report and communicate any incidents or ideas which may assist the management to review the process, prevent recurrence, and improve performance
- Ensure staff are trained in environmental awareness to facilitate best practice. Our success with this policy will come from the individual, and from teamwork to ensure effective implementation and adherence across the business.