



Environmental Management System Includes:

Environmental Management System

Environmental Action Plan

Environmental Policy Statement

Marketing Zone is committed to improving and promoting sound environmental practices. Conducting business in a way that reduces adverse effects on the environment is a company-wide goal.

Marketing Zone also recognises the link between business development and a healthy environment. Ecological protection and sustainable development are shared responsibilities that governments, businesses, people and communities all share a role in.

Marketing Zone aims to make a positive contribution toward sustainable development.

We will:

Meet and, where possible, adopt best practice regarding all relevant UK, European and international environmental legislative and regulatory requirements.

- Set clear environmental objectives that are relevant to the nature, scale and environmental impacts of our activities.
- Identify performance targets to measure and review progress toward these environmental objectives
- Raise awareness of the environment among employees through education and training.
- Regularly review activities and operations to identify environmental aspects, and prioritise action to address them.
- Audit and review performance against set objectives.

Key Environmental Objectives

- Reduce waste and re-use or recycle materials where appropriate.
- Use registered waste disposal companies for the removal of all waste streams.
- Reduce the consumption of energy by sensible energy management of our offices, equipment and vehicles.
- Try to influence suppliers, via our procurement policy, to ensure that goods and services procured support this environmental management policy, and in turn, encourage suppliers to improve their own environmental performance.
- Encourage the development of good environmental practise by all employees and associates

Signed.....

Date.....

Environmental Management System (EMS) – Roles and responsibilities

Mark Ganellin, Director has lead responsibility for ensuring that the objectives of the Environmental Policy are achieved and for maintaining an effective Environmental Management System (EMS).

The tasks are:

- Ensure all members of staff have received instruction on their responsibilities for compliance with the EMS.
- Maintain and monitor the EMS.
- Ensure good management practices by regular reviews, verifying progress toward environmental objectives.
- Assess in advance the environmental effects of any significant new development and take steps to minimise those effects.
- Undertake twice-yearly reviews to examine additional areas for reduction, reuse and recycling.

Action programme

An action programme has been introduced based on the 3 R's – Reduce, Reuse, Recycle.

The actions implemented to date:

- Chose suppliers based on sustainable procurement policy.
- Company policy to restrict, where possible, company activity to 50 mile radius.
- Reduce unnecessary car journeys. The directors both walk to work.
- Use double sided facility on photocopies for multi-side print runs.
- Circulate internal and external documents by email rather than hard copy.
- Use paper printed on one side only for scrap or rough printing (in inkjet printers) - then recycle it.
- Repair broken items rather than disposing of them.
- Purchase new photocopiers and printers with duplexing facilities.
- Use spell check prior to printing documents.
- Observe office recycling scheme including paper, aluminium cans and cardboard.
- Return exhausted printer and photocopier cartridges to suppliers for recycling.
- Reuse envelopes, where possible.
- Fill kettles only to the level needed.
- Use hand dryers rather than paper hand towels in the washroom.

- Switch off lights on leaving premises.
- Fit computers with screen savers.
- Use stand-by facility on all electrical equipment.
- Reformat and reuse diskettes - and use unwanted CD-ROMs as coasters.
- When equipment reaches the end of its life, take it to a computer / electronic recycling scheme. Old equipment to be taken to/collected by one of following outlets:
Hamlin Trust, Billericay, Essex for disabled children. Hamlin Trust re-conditions and sells old equipment and retains profits.
Aid to Hospitals Worldwide, Bury St Edmunds, Suffolk, who repair and transport equipment to third world counties.
- Support community initiatives aimed at environmental improvement.