



## ENVIRONMENTAL POLICY

Diss Promotional Services Limited undertakes promotional handling operations on behalf of its clients. In undertaking these activities the Group recognises that it has an impact on the environment and a commitment to the prevention of pollution.

The company wishes to be acknowledged as an industry leader in its approach to care of the environment, in the execution of its activities and working practices. The company's objective is to ensure that process developments realise the desired financial returns whilst in an environmentally responsible and sustainable manner.

### Organisation

The Managing Director is appointed as Director with overall responsibility for environmental matters.

### The Company's objectives are to:

- Actively pursue a policy of promoting and implementing sustainable development
- Promote the company's environmental objectives and policy to all personnel, associates, suppliers and the public
- Comply with legislation and associated codes of practice and, where reasonably practicable, improve on the performance standards they specify
- Keep the relevant departments informed of changes in legislation, technologies and materials handling processes which may affect them
- Seek progressive improvement in environmental performance by measuring certain activities against objectives and targets
- Undertake regular environmental auditing of its activities

### Planning and Design

- Ensure environmental considerations are incorporated into the planning and design process
- Develop internal working processes to minimize the impact on the environment including the reduction of unwanted and undeliverable mail

### Working Processes

- Adhere to the principle of best practice and good manufacturing practice throughout the company
- Continue to manage the warehouse and production processes to help to minimise the environmental impact of its operations and reduce potential for pollution of soil, water and air

### Resource Use

- Minimise the waste generated and encourage the appropriate re-use or recycling of materials as far as is practicable
- Work with Clients to encourage the procurement of materials that are produced in a manner which causes the least impact on the environment
- Work with suppliers to establish mutually agreed common goals in waste management and energy efficiency and take these considerations into account when evaluating present and future suppliers
- Investigate opportunities, and where appropriate implement measures, to ensure that natural resources are used efficiently

The Corporate Environmental Policy is regularly reviewed and supported by specific policies and procedures.

**Fiona Strong**  
**Managing Director**  
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