

# Environmental Policy

We are customer and employee communication specialists, delivering a host of printing, mailing and electronic solutions. We as the management and staff at Opus Trust Marketing Limited recognise that in our day-to-day operations we impact on the environment and are therefore committed to reducing this level of impact wherever possible considering the principals of sustainable development.

## In managing our operations we shall:

- Ensure compliance with all relevant legislation and other requirements of us relating to our environmental aspects. Ensure that responsibilities for environmental matters are effectively assigned, accepted and fulfilled at all levels.
- Integrate environmental matters into business decisions.
- Undertake regular environmental audits of all our activities.
- Remain committed to continual improvement and the prevention of pollution through focusing on safe technologies and operating practices.
- Maintain effective procedures for consultation and communication between all levels of management and employees relating to environmental matters.
- Adhere to the requirements of ISO14001 standard and maintain our certification.
- Foster openness and dialogue with employees and the public on environmental issues and concerns by making this policy readily available and maintaining its effectiveness through regular review.
- Work with our suppliers and contractors to ensure high environmental performance standards.
- Adhere to codes of conduct promoting sustainability and reduction of wasted resources.

## We commit to reducing our environmental impacts through continual improvement and in particular shall:

- Understand, measure and reduce our energy use through targeted energy saving campaigns.
- Promote means of business travel to reduce environmental impact. Additionally we will continue to assist employees to reduce their own travel impact.
- Reduce or reuse our waste wherever possible and maintain recycling rates above 90%.
- Manage buildings and facilities efficiently, including preparedness for emergency spills and releases.
- Ensure the virgin paper we use comes from sustainable sources and offer our clients other stationery products with a reduced environmental impact.
- Develop and promote electronic services for our clients to assist them to reduce their use of paper resources.

Opus Trust Marketing implements appropriate data protection measures, both technical and organisational to ensure that personal data processing is performed in accordance with the GDPR. All processing activities performed on behalf of our clients (the data controller) are documented and agreed as part of the contract between the parties.