

# Essex Business Machines Environmental Policy

## Mission Statement

Essex Business Machines Ltd recognises that it has a responsibility to the environment. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

## Responsibility

Mark Bailey, Managing Director personally oversees the environmental policy and is responsible for ensuring that the policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

## Policy Aims

We endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

## Paper & Packaging

Target: reduce paper usage throughout the company and on site at our customers.

As a supplier of photocopiers, faxes and printers as you can imagine we use paper to test all our machines are fully functioning at EBM, and on site at our customers. We have set our goals to combat this;

- We will minimise the use of paper in the office and on site testing.
- We will reduce packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.



## Refurbished Machines

Target: Offer all customers refurbished machines in proposal

To reduce the amount of machines going to disposal, EBM will offer all customers the opportunity to purchase refurbished machines.

- We will include refurbished machines as a part of each proposal.
- We will offer customers incentives to recycle their old machines when purchasing new or refurbished equipment.

## Energy and Water

Target: Reduce energy and water usage.

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.  
The energy consumption and efficiency of new products will be taken into account when purchasing.

## Office Supplies

Target: Reduce office supplies usage throughout EBM.

- We will evaluate if the requirement can be met in another way.
- We will evaluate if renting/sharing is an option before purchasing equipment.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favour more environmentally friendly and efficient products wherever possible.  
We will reuse and recycle everything we are able to.

## Transportation

Target: Reduce EBM's Co2 emissions throughout its fleet.

- We will reduce the need to travel, restricting to necessity trips only.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- We will make additional efforts to accommodate the needs of those using public transport or bicycles.  
We will favour 'green' vehicles and maintain them rigorously to ensure on-going efficiency.

## Maintenance and Cleaning

Target: To use environmentally friendly products.

- Cleaning materials used will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.  
We will only use licensed and appropriate organisations to dispose of waste.



## Culture

Target: Involve staff in training and awareness courses about the environment.

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- We will provide staff with relevant environmental training.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- We will use local labour and materials where available to reduce CO2 and help the community.

## Cartridge Recycling

Target: Increased cartridge recycling.

- All customers will have the option to have a cartridge recycle bin in their office. Used cartridges can be placed in the empty bin ready for collection by EBM.
- We will actively promote this service.

## Procurement

Target: To purchase goods from environmentally focused suppliers.

- All suppliers supply an environmental policy.
- An audit to be carried out before taking on a supplier.

## Monitoring and Improvement

- We will comply with and exceed all relevant regulatory requirements.
  - We will continually improve and monitor environmental performance.
  - We will continually improve and reduce environmental impact.
  - We will incorporate environmental factors into business decisions.
  - We will increase employee awareness through training.
- We will review this policy and any related business issues at our monthly management meetings.

Last Reviewed: 05/11/14

Next Review: 05/11/15

