

Environmental Policy Document

The One Point considers good environmental performance to be a fundamental part of its business activities and ensures a positive environmental approach is portrayed to, amongst others, customers, employees, local residents and suppliers. We believe that the company and staff have a responsibility to protect and enhance the environment in which it operates.

The 2020 The One Point environmental policy is outlined below:

Resource Efficiency

We will try to minimise our resource use without compromising our business efficiency. We will be particularly concerned about resources that we use regularly in our core business such as paper, packaging, energy and water.

Managing Materials

Of all the materials consumed by The One Point in our daily operations, paper is the material we use the most of. We aim to manage our use of this resource as follows:

- By minimising the use of it by the increasing use of electronic communication.
- By reusing paper where appropriate;
- By sending used paper for recycling through the Local Authority Recycling scheme.
- By recycling packaging materials through our local commercial waste recycling partners.
- By engaging in our business partners recycling schemes for items such as drum units and toner cartridges.
- Recycling of aluminium components through licensed reclamation agents.

Our current independent recycling audit confirms that the following materials are separated for recycling or re-use;

- Paper
- Cardboard
- Glass
- Metals
- Wood
- Drum Cartridges
- Canon Digital Equipment

Managing Energy

We will aim to achieve energy efficiency in our operations. Staff will be encouraged to take responsibility for ensuring that their workstations use energy efficiently.

All of our company vehicles use highly efficient with low emission diesel engines.

Staff will be encouraged to use public transport rather than private vehicles for work related travel, wherever practical.

Car sharing schemes have been encouraged and are supported by the Company.

The management team will be responsible for ensuring that heating, cooling, air-conditioning and lighting of the office will be as energy efficient as possible.

Managing Water

Staff will be encouraged to be aware of their personal water consumption in the office context and endeavour to be as efficient as possible.

Office Equipment

Modern and advanced computer equipment that will last as long as possible will be purchased to reduce the need to replace equipment that becomes redundant too quickly. On-going maintenance and upgrading of computer equipment will reduce the need for replacing computer equipment too regularly.

Suppliers, partners and clients

We will communicate our environmental policy both within the company and to our suppliers, partners and clients. We will endeavour to use suppliers that also have well considered environmental practices and policies.

We encourage feedback from our clients in best meeting our aims and objectives.

We shall meet regularly with our suppliers to confirm that we are taking advantage of all of their refurbishment schemes and to ensure that other opportunities are explored jointly as they arise.

Review and implementation

Our environmental policy will be reviewed on an annual basis to take into account any new research and developments in environmental management. We will also review the policy in light of the expectations and requirements of our clients and other business partners. The suitability of our suppliers and their environmental policies will be reviewed at the same time.

Our Management team will review the environmental policy on an annual basis and make recommendations to the Directors for improvements.

Legal Compliance

We will ensure that our practices comply with the laws promoting environmental sustainable businesses and will endeavour where possible to achieve a higher voluntary standard where appropriate.

The One Point Obligations

Any equipment which is to be disposed of will be done in accordance with current regulations.

It is our aim that every re-cycling opportunity will be explored before alternative disposal methods are employed.

