

## **Allsorts Environmental Sustainability Policy**

It is our policy to:

1. Comply with all relevant environmental legislation, regulations and requirements
2. Recycle all waste material possible
3. Reduce the amount of waste material produced
4. Avoid the use of paper wherever possible. For example, sending documents as PDF files and only printing documents when necessary
5. Reuse waste paper (from the printer) where possible
6. Recycle or give away equipment that is no longer of use to Allsorts.
7. Keep energy usage low. For example, our office base is at the Exchange where there is a ground source heat pump, solar panels and solar thermal panels
8. Make use of recycling schemes to recycle toner cartridges
9. Purchase products made with recycled materials where possible.
10. Purchase products with a lower environmental impact where possible.
11. Use low impact transport for travel. For example, lift share for meetings and events.

We aim to regularly review our Environmental Policy and seek to reduce our impact each and every year.