

# Environmental Policy

Jan 2009



**SDE Signs** has assessed its most significant environmental sustainable development impacts as:

- use of water, gas and electricity
- emissions of flue gas and heat
- emissions of Carbon Dioxide
- disposal of waste to municipal landfill
- emissions from transport
- use of office equipment and supplies
- use of paper
- use of chemicals and solvents
- discharge of effluent

**SDE Signs aims to** improve its sustainable development performance by:

**conserving** energy, water, wood, paper and other resources - particularly those which are scarce or non renewable - while still providing a safe and comfortable working environment;

reducing **waste** through re-use and recycling and by using refurbished and recycled products and materials where such alternatives are available (provided they meet quality requirements and give value for money);

**monitoring** discharges and emissions to air, land and water to assess what action is necessary to reduce pollution or the risk of pollution;

**phasing out ozone depleting substances** and minimising the release of greenhouse gases, volatile organic compounds, vehicle emissions and other substances damaging to health and the environment e.g. toxic and non-biodegradable materials;

**encouraging manufacturers, suppliers and contractors** through tighter specifications to develop environmentally preferable goods and services at competitive prices;

ensuring that any products derived from natural sources (e.g. timber) are from **verified sustainable sources** developing and maintaining, where significant **hazards** exist, emergency procedures for effectively dealing with them and limiting the risk to health and the environment;

applying the standards in the Government's.

**Green Claims Code**" when buying goods and services and when making statements about its own products and services which reach the public;  
encouraging "greener" transport policies;

**educating, training and motivating suppliers** to work in an environmentally responsible manner and to play a full part in developing new ideas and initiatives;

**communicating** and **co-operating** with others in the public and private sectors at home and abroad to develop and promote environmentally sound practices.

# Environmental Action Plan & Management System *Jan 2009*



**SDE Signs** is committed to protecting and reducing its impact on the environment and is aware that its business will have an effect on the environment. It takes positive steps in all aspects of its business to ensure that the impact is minimized.

In order to achieve the objectives set out in the Environmental Policy the following steps are taken.

## Action Plan

- Actively conserve all forms of energy in the workplace.
- All packaging is recycled or re-used wherever possible.
- Minimize all discharges and emissions to air, land and water.
- Monitor deliveries from suppliers and to customers.
- Use environmental friendly substances and materials whenever possible.
- Encouraged suppliers and customers to assist in reducing the impact on the environment.
- Aluminium is the preferred material to manufacture signs as they are fully recyclable at the end of their lifespan or use.
- Use materials and systems that have a minimal impact on the environment.
- Old signs that are removed are always recycled wherever possible.
- To have systems in place to limit the risk to health and the environment.
- Consider the form of communication.
- Reduce use of paper.
- Adopt a 'Green' office

## Management System

### Energy

- Ensure that all computers, printers and plotters are turned off when not in use and at the end of the working day.
- Use of low energy light bulbs and turn off light when not required.
- Only heat the work area that is used.

### Waste

- All paper, cardboard and plastics must be recycled or re-used.
- Off cuts of materials to be offered to local schools.
- Other waste to be disposed of by Registered Waste Company.
- Old aluminium signs to be recycled.

### Deliveries

- Whenever possible group orders together as one delivery.
- Use one supplier whenever possible.
- Encourage suppliers to use recyclable packaging.

### Materials

- Keep up to date with latest developments in eco friendly systems and materials.
- Use eco friendly materials that meet the needs of the job and customer requirements whenever possible.
- Obtain COSHH data from suppliers for hazardous substances.

### Health & Safety

- Use Risk Assessment and Method Statement for each job.

### Communication

- Use the internet as the preferred form of communication.
- Recycled ink cartridges or use refilled cartridges.
- Use paper from 'green' products range.
- File electronically where possible.

### Future Action

- Have Energy Survey carried out.
- Calculate Carbon Footprint.
- To become involved in 'green' initiatives.

**SDE Signs** will continually review this Action Plan & Management System and amend or improve it as developments within the market or environmental systems change.

*Next Review Jan 2010*