

## ocProducts: Environmental policy

ocProducts is committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the environment. We will operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention and environmental best practices in all we do.

We will:-

- integrate the consideration of environmental concerns and impacts into all of our decision making and activities,
- promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner,
- train, educate and inform our employees about environmental issues that may affect their work,
- reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furnished products and materials where these alternatives are available, economical and suitable,
- promote efficient use of materials and resources throughout our facility including water, electricity, raw materials and other resources, particularly those that are non-renewable,
- avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of,
- purchase and use environmentally responsible products accordingly,
- where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programmes,
- communicate our environmental commitment to clients, customers and the public and encourage them to support it,
- strive to continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy in light of our current and planned future activities.

Ongoing actions:-

- we collect & recycle all glass, card, paper, plastic and cans,
- use a shared printer with other businesses within the building and avoid printing where it is not necessary to do so.
- where possible submit proposals and tenders in an electronic format rather than printing and posting to help save paper.
- we are all responsible for improving our environmental efficiency whenever there is the potential to do so.
- All staff are encouraged to be aware of environmental legislation, both current and new where they pertain to our business.

*Prepared by Chris Graham, Managing Director of ocProducts Ltd, 12th June 2009. Updated 01 March 2010*