

Environmental Policy

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Executive Summary:

Fullwood Packo Group is committed to leading the industry in minimising the impact of its activities on the environment. The Company 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. In addition to complying with all relevant environmental legislation we will strive to use pollution prevention and environmental best practices in all we do.

The key points of its strategy to achieve this are:

- Adopt the highest environmental standards in all areas of operation, meeting and exceeding all relevant legislative requirements.
- Assess our organisational activities and identify areas where we can minimise impacts.
- Minimise waste through careful and efficient use of all materials and energy.
- Reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furbished products and materials where these alternatives are available, economical and suitable.
- Purchase sustainable products wherever feasible [e.g. recycled, FSC or low environmental impact products and energy from renewable sources].
- Train employees in good environmental practice and encourage employee involvement in environmental action.
- Reduce risks from environmental, health or safety hazards for employees and others in the vicinity of our operations.
- Adopt an environmentally sound transport strategy.
- Aim to include environmental and ethical considerations in investment decisions where appropriate.
- Assist in developing solutions to environmental problems.
- Continually assess the environmental impact of all our operations
- Minimise waste and emissions by evaluating operations and ensuring they are as efficient as possible.
- Actively promote recycling internally
- Collaborate with suppliers to reduce their packaging when supplying our business
- Source and promote a product range to minimise the environmental impact of both production and distribution.
- Research the possibility of an accredited program to offset the greenhouse gas emissions generated by our activities.

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1. Environmental Policy Statement

The need for environmental protection forms an integral part of the Fullwood Packo business philosophy. The fact that our activities may have an effect on the environment is of great consequence to us. We therefore endeavour to operate in harmony with the environment, with particular emphasis on the following areas:

- Sourcing Materials: To utilise raw materials and processes which make minimum demands on the environment and which produce minimum waste.
- Production: To carry out our service using as environmentally friendly as possible materials and equipment, which are energy efficient to produce and cause minimal harmful waste when disposed of.
- Waste & Recycling: To minimise the waste produced through the business activities and look for innovative ways to recycle waste material.
- Energy: To reduce the demand on energy resources from our activities.
- Transport & Distribution: To utilise, where applicable, efficient distribution and transport systems for goods and personnel.
- Consumers: To provide all the information necessary to enable products to be properly used, stored and disposed of so as to avoid damage to the environment.
- Employment & Training: To ensure that all employees are in a position to improve environmental performance by providing appropriate information, training and consultation procedures.

A handwritten signature in black ink, appearing to read "A Dodwell".

Andrew Dodwell
Managing Director

2. Organisation

- 2.1 The Managing Director will be responsible for establishing and implementing the environmental policy for the Fullwood Packo group. This will involve liaising with the company's management, staff and other interested persons in order to ensure that the policy is consistent with all relevant environmental legislation.
- 2.2 Continuous development of the policy will take place in consultation with management to ensure that the requirements of the policy are able to be fulfilled and that the information is provided to all sites and acted upon.
- 2.3 Consultation will take place with employees on a regular basis in order to obtain their views.
- 2.4 The policy can only be successful with the assistance of the organisations management and staff, and as such the business should ensure that their teams are fully aware of the intentions and requirements of this policy.
- 2.5 Information relating to Fullwood Packo's environmental policy should be included in all future tenders for new contracts.
- 2.6 It will be the responsibility of the Managing Director to ensure that the requirements of this policy are actively pursued at all of the sites within the group.
- 2.7 The level of compliance with this policy will be assessed during the site audits carried out by the company's independent environmental health consultants and will be subject to formal review by the company on an annual basis.

3. Sourcing

- 3.1 We will encourage all of our suppliers to minimise the amount of packaging used on incoming goods bearing in order to reduce our need to dispose of excess packaging material.
- 3.2 Suppliers will be encouraged to use biodegradable or recyclable materials or reusable systems.

4. Production

- 4.1 Whenever a new product is being developed Fullwood Packo will, where possible, ensure that environmentally-friendly processes and materials should be introduced. This means that equipment should be energy-efficient and should minimise the use of more hazardous cleaning chemicals or other waste material.
- 4.2 All staff will ensure that the use of all types of power resources e.g. water, electricity and gas, is kept to a minimum by responsible working practices. This requirement will be a key point for emphasis during staff

training on environmental issues. The specific requirements may be found in the energy conservation guidelines, which are shown as Appendix 1 to this document.

- 4.3 Staff will ensure that all waste is disposed of in a safe and responsible manner in compliance with the environmental requirements of this policy.
- 4.4 The company COSHH policy will ensure that the use of chemicals is carefully controlled and that all such chemicals will be stored, applied and disposed of in a prescribed matter.

5. Recycling

- 5.1 Glass: The Company will promote the recycling of glass on site, be that bottles, lightbulbs or other glass products that are used or consumed. Staff will be informed of the initiative using appropriate signage and encouraged to support it by disposing of cans in the appropriate bin.
- 5.2 Cans: The Company will promote the recycling of steel and aluminium cans by ensuring that, wherever possible, small bins for cans are placed in restaurant areas and nearby any drinks vending machines. Visitors will be informed of the initiative using appropriate signage and encouraged to support it by disposing of cans in the appropriate bin.
- 5.3 Plastics: The opportunity for recycling plastics is limited, however, Fullwood Packo will do its utmost to segregate recyclable and non-recyclable plastics and dispose of correctly. We will endeavour to reduce the amount of single use plastic, moving to a reusable solution.
- 5.4 Paper and Cardboard: The Company will promote the recycling of paper and cardboard on site. Staff will be informed of the initiative using appropriate signage and encouraged to support it by disposing of these in the appropriate recycling bins. We will endeavour to reduce the amount of paper drinking cups, moving to a reusable solution.
- 5.5 Printer Cartridges: Whenever possible used printer cartridges should be recycled using the bags provided for this purpose.

6. Waste Management

- 6.1 Waste Transfer: The disposal of waste is controlled by the Environmental Protection Act – Duty of Care regulations 1992. This legislation places four main responsibilities on organisations. These are to ensure:
 - a) that the person or company collecting waste is a registered waste carrier,
 - b) that all of our waste is securely packaged or contained
 - c) that a description of the waste is given to the registered waste carrier
 - d) that a waste transfer note is completed and a copy given to the registered carrier. The collection of the waste is most commonly organised by Fullwood Packo Group. Waste will be prevented from spilling, leaking, blowing away, etc while awaiting collection. Waste stored outside will therefore be stored in secure, lidded containers and bags must be securely tied. All drums must have secure lids and skips should be covered.

6.2 Use of Compactors. Wherever possible, waste compactors will be used at large sites. This will reduce the volume of the waste by up to 80% and assist in the storage and disposal requirements. The Logistics Manager should consult with the required service personnel to ensure that the compactor machine is subject to proactive preventative maintenance by a 'competent person' on a regular basis and should be examined at a frequency of not greater than twelve months. Any defects to the compactor must be notified immediately and the machine should not be used until corrective action has been taken. The use of the compactor must be subject to written risk assessment and reviewed at a frequency not greater than twelve months. Staff using the compactor must be provided with adequate training in the use of the machine and accurate training records must be maintained by the Logistics Manager.

7. Transport

7.1 The company will ensure that all vehicles utilised will be subject to regular maintenance programme in order to promote their energy efficiency.

7.2 All new company vehicles will be fitted with a catalytic converter.

7.3 As far as operational requirements allow, company car users will ensure that the use of vehicles is kept to a minimum by careful planning of activities in order to minimise the number of journeys undertaken.

8. Training and Information

8.1 All staff will receive training on the key requirements of this policy as it affects their work. This will also include the reasons for Fullwood Packo Group's commitment to promoting a safe and healthy environment.

8.2 All staff will be encouraged to comment on environmental issues during the weekly safety meetings or during Town Hall (all hands) meetings.

9. Appendix I

ENERGY EFFICIENCY GUIDELINES ENERGY EFFICIENCY GUIDELINES

We believe it is the duty of all Fullwood Packo Group employees to assist our clients, wherever possible, to conserve energy.

Energy conservation is not only cost effective; it also forms an important part of our environmental philosophy. Within our operations there are seven key areas where energy savings can be made:

1. Water supply
2. Transport
3. Raw material usage
4. Ventilation and extraction
5. Hot water
6. Heating and ventilation
7. Lighting
8. Computers
9. Miscellaneous Increased energy awareness will lead to good housekeeping and ultimately cost savings. Energy efficiency is important and not difficult to achieve using our guidelines for energy conservation within the manufacturing operations.

ENERGY CONSERVATION

- Ensure that external doors and windows are not left open
- Check if room thermostats are correctly set. If too high and room is over-warm, then reduce to a suitable level.
- Switch off lights when not required
- All computers should be set to put the monitor to sleep (screen turning black) after 15 minutes of inactivity.
- If you are leaving your office for more than one hour, the computer should be shut down
- Never leave your computer on overnight. It is not good for the environment or the computer. Be sure to turn off the monitor, speakers and any other devices when you leave for the day.