

Distribution Technology Environmental Policy

Distribution Technology recognises that through our day-to-day business activities, we have an impact on the environment. We are committed to minimising this impact and preventing any unnecessary damage to the environment in a way that is consistent with running a profitable and sustainable business for our clients, employees and shareholders. As such we will endeavour to ensure our policies and business actions promote the consideration of the environment and compliance with all relevant environmental legislation and regulations.

To achieve this will strive to:

- Use energy and water efficiently;
- Reduce consumption of materials, through re-use rather than disposal wherever possible;
- Promote re-cycling;
- Develop policies and practices which raise awareness and encourage and enable our staff to make a contribution to achieving environmental improvement;
- Encourage our suppliers to minimise the impact of their operations on the environment;
- Consider environmental issues when procuring resources and services from external suppliers;
- Wherever possible, specify products from sustainable sources, products made from re-cycled materials or designed to be easy to re-cycle.

Within our offices we will:

- Seek to maximise the amount of materials which can be re-cycled, for example paper, shredded documents, ink cartridges, cans and bottles;
- Reduce the amount of paper used through only printing where absolutely necessary;
- Seek to maximise the use of re-cycled materials where possible and commercially reasonable;
- Ensure that computers and screens are turned off at the end of each working day rather than hibernating;
- Ensure that all lights, air conditioning and heating are only used when necessary and turned off when not;
- Where possible use suppliers who will come and collect spent materials (e.g. cartridges) for re-cycling;
- Where possible only purchase products that are environmentally friendly;
- Investigate suppliers and produce manufactured locally, the further the supplies or service providers have to travel, the more energy will be used to get them to us;
- Ensure this environmental policy is part of our New Starter induction programme.