


# Environmental Policy

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<b>Policy Owner:</b>	Gordon Nelson
<b>Policy Author:</b>	Sandra Thompson
<b>Document Number:</b>	EP001
<b>Site Relevance</b>	ALL
<b>Classification</b>	<b>EXTERNAL</b> “Suitable for publishing and sharing within the EDM Group domain and for sharing with selected 3rd parties.”
<b>Special Handling:</b>	<b>NONE</b>

## Document History

### Document Location

- The source of the document will be found on the IMS database Wolfps01
- An electronic version is available on the internal intranet and is only valid on the day it is printed.
- Copies may be distributed to interested parties, but will be labelled as uncontrolled
- The control of this document is in accordance with EDM Group's Document Control procedure.

### Revision History

Revision Date	Summary of Changes	Version Number
May 17	Added context, key impacts, obligations, risks.	12
May 16	Annual review – no changes	11
May 15	Annual review – no changes	10
Jan 15	Changed approver to Gordon Nelson	9.1
May 14	Annual review made. Changed role of Mark Horrocks. Change policy author to Mark Horrocks.	9
May 13	Annual review made. No changes.	8
May 12	<ul style="list-style-type: none"> <li>• Added training through induction &amp; awareness</li> <li>• Changes Ops Director to Service Delivery Director</li> <li>• Removed effluence</li> </ul>	7
Nov 11	Removed KO and added MH as approver	6
May 11	Changed to new template	5
Jul 09	Added classification	4
Aug 08	Added maintain 14001	3
May 08	Added travel information	2

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## Approvals

This document has been approved by:

Name	Signature	Title
Kieran Walshe		Chief Information Officer

## Distribution

Distributed to	Located	Format
Companywide	Intranet	Electronic (PDF)

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### Environmental Management



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Certificate Number:  
98008296

## Environmental Policy

EDM Group provide solutions for information management and digital transformation. Our activities include handling physical paper for warehouse solutions, converting paper to digital information and digital solutions that help our customers across every industry.

We acknowledge the effect that our operations may potentially have on the environment and as a consequence, recognise our key impacts to be in the areas of:

- Waste management and disposal
- Energy use
- Emissions to air
- Local community

The policy is owned and endorsed by the UK Chief Operations Officer who promotes and is committed to continual improvement of the EMS to enhance environmental performance. This is facilitated through the setting of documented environmental objectives based on the significant environmental aspects, compliance obligations and considering our risks and opportunities.

Top management is committed to ensuring that the company:

- Meets the requirements of all relevant environmental regulations, laws and codes of practice.
- Minimises waste to landfill by segregating and recycling waste where feasible.
- Disposes of waste in a safe and responsible manner.
- Works with EDM suppliers to minimise the impact of their operations on the environment.
- Avoids unnecessary consumption of water, light and energy.
- Co-ordinates business transport so as to reduce consumption.
- Encourage all employees to use alternative transport schemes aimed at reducing CO2 emissions.
- Prevents pollution and to continually improving our environmental performance.

This environmental policy provides us with the framework for setting objectives and targets by which our efforts towards environmental improvement can be measured on a regular basis.

Employee involvement in environmental matters is encouraged at all levels and is promoted through induction of new employees, training, awareness and the EDM Communication Policy.

This policy is available to staff on company notice boards and the intranet and to the public on the company website.