

## HOWFORD RECYCLING LIMITED ENVIRONMENTAL POLICY

The Directors of this company recognise their responsibilities to the environment beyond legal and regulatory requirements.

The Directors are committed to minimising the impact of the companies activities on the environment. They will strive towards continually improving their environmental performance as an integral part of their business strategy and operating methods.

### RESPONSIBILITY

All directors are responsible for ensuring this environmental policy is implemented and ALL employees have a responsibility to ensure the aims and objectives of this policy are met.

### POLICY AIMS

We endeavour to;  
Comply with all relevant regulatory requirements.  
Continually improve and monitor environmental performance.  
Continually improve and reduce environmental impact.  
Increase employee awareness.

### ENERGY AND WATER

Adjust heating taking into account energy consumption.  
Switch off electrical equipment when not in use.  
Take into account the energy rating of new products when purchasing.  
Use local suppliers where possible.  
Seek to use as little energy as possible.  
Use solar power when available.  
Harness and recycle water for vehicle cleaning and wherever possible.

### PAPER AND OFFICE SUPPLIES

Minimise the use of paper in the office environment.  
Reuse and recycle paper and supplies where possible without compromising confidentiality.  
Purchase, where possible, recycled paper products and other office supplies.  
Keep packaging to a minimum.  
Favour environmentally friendly and efficient products where possible.  
Evaluate the environmental impact of any new products intended for purchase.

### TRANSPORTATION AND PLANT

Maintain vehicles rigorously to ensure ongoing efficiency.  
Favour 'green' vehicles and plant whenever possible.  
Restrict travel to necessary journeys.  
Promote the use of email and video and phone conferences.

### MAINTENANCE AND CLEANING

Use cleaning supplies which are environmentally friendly.  
Only use licensed and appropriate organisations to dispose of waste.  
Think 'green' whenever upgrading, replacing and maintaining.

### IMPROVEMENT AND MONITORING

Incorporate environmental factors into business decisions.  
Increase employee awareness with training.  
Review the policy and any related business issues at quarterly directors/management meetings.

## STAFF AND SUPPLIERS

The Directors will involve staff in the implementation of the policy and will provide staff with relevant environmental training. The Directors will use local labour and materials wherever possible, both to aid the local community and to reduce carbon emissions.

Directors of  
HOWFORD RECYCLING LIMITED  
Policy implemented January 2021 replacing previous environmental policy.