



THE ENVIRONMENTAL POLICY STATEMENT

This policy statement sets out our environmental commitments.

It is underpinned by the individual Environmental Policy Statements of each Department of SGL Co-Packing Ltd, and a wide range of programmes and activities designed to reduce our harmful impact on the environment. Everyone working for SGL Co-Packing Ltd or on our behalf is urged to support this statement.

This policy statement updates and replaces all previous statements. It will be reviewed regularly by the persons listed below and, if necessary, a revised version will be issued to reflect the latest developments. SGL Co-Packing Ltd will communicate this policy and any developments in an appropriate and effective way.

1.0 Introduction

Organisations of all kinds are, increasingly, determined to achieve and demonstrate sound environmental performance by controlling the impact on the environment of their activities, products and services. They do so in the context of growing environmental awareness, increasingly stringent legislation and other factors promoting environmental protection and best practice.

SGL Co-Packing Ltd are concerned about the environment and recognise that good environmental management must be an integral and fundamental part of our corporate business strategy.

2.0 Scope of Policy Statement

This statement applies to all parts of SGL Co-Packing Ltd. It covers all buildings, goods and services used and provided by the Departments and everyone working for us. It covers the immediate impacts of our activities and policies. It excludes:

- indirect impacts of policy, taxation and enforcement that we cannot control or influence;
- our suppliers impacts that we are unable to influence; and
- issues which involve national security.

3.0 Environmental Commitments

This policy supports the United Kingdom's strategy for sustainable development. It sets out a programme of continuous improvement to reduce the harmful impacts of our operations on the environment and to prevent pollution. In the course of our operations and within resource constraints, we will improve our environmental performance by:

Resources

Conserving energy, water, wood, paper and other resources, particularly those which are scarce or non-renewable, while still providing a safe and comfortable working environment;

Reducing waste through reuse and recycling and by using refurbished and recycled products and materials where such alternatives are economical and suitable;

Ensuring that any products used or derived from wildlife, such as timber and plants, are from sustainable sources, and comply with EU and international trading rules such as CITES (the Convention on International Trade in Endangered Species);

We will do this by;

Office Waste - Waste Minimisation

SGL Co-Packing Ltd Ltd runs four offices. It will minimize waste by adopting the following practices:

- Reducing waste at source
- Consider repairing before replacement;
- Reuse wherever possible rather than discard or procure
- Recycle as much waste as possible such as used toner cartridges, old computer equipment.
- Waste will be handled, recovered or disposed of responsibly and only disposed of by individuals or companies that are authorised to do so.
- Reducing the amount of paper used in the office by using some of the following techniques:
 - Only printing and photocopying where necessary.
 - Printing a single trial copy before doing a big batch. Using spell checkers and other facilities.
 - Printing drafts, internal documents and photocopying on paper that has already been used on one side.
 - Making pads out of scrap paper for telephone messages and notes.

Production Waste

SGL Co-Packing Ltd has three types of waste which are Cardboard, Plastics and General Waste:

- **Cardboard** - Baled to mill size bales and sent for recycling.
- **Plastics** – Baled to mill size bales and sent for recycling.
- **General** – Compacted into 8 ton containers and generally lifted monthly and sent to land fill

Company Vehicles

SGL Co-Packing Ltd Ltd will maintain and operate company-owned vehicles as efficiently as possible to maximise their performance.

Business Travel

SGL Co-Packing Ltd Ltd will reduce the distance travelled or the need to travel at all by using:

- improved route planning for visits;
- communications technology, such as audio conferencing

Pollution

Monitoring relevant discharges and emissions to air, land and water to assess what action is necessary to reduce pollution or the risk of pollution;

Phasing out, where practical, ozone depleting substances and minimising the release of greenhouse gases, volatile organic compounds, vehicle emissions and other substances damaging to health and the environment;

Management Regulations

Meeting, and in some cases exceeding, all relevant, current and foreseen statutory regulations (including the Environmental Information Regulations), official codes of practice and other requirements that we adopt; specifying contractors do the same when working on our premises; developing and maintaining, emergency procedures for effectively dealing with significant hazards where they exist and limiting the risk to health and the environment;

Management Communication

Communicating openly with staff and other stakeholders; educating, training and motivating our colleagues, and relevant others, to encourage them to support our environmental programmes and jointly develop new ideas and initiatives;

Responding appropriately to reasonable external requests for environmental information;

Management Purchasing

Encouraging manufacturers, suppliers and contractors through our contracts and other means to improve or develop environmentally preferable goods and services at competitive prices;

Management Estates

Ensuring, where practicable, that buildings occupied by us are designed, constructed and operated to optimise their environmental performance;

Management Environment

Demonstrating that, where relevant, environmental issues are considered when making decisions, planning and developing policy, programmes and projects;

Monitoring progress against the environmental aim and other indicators and producing a regular report for internal and external consumption.

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SIGNATURE:



This document was reviewed 04.04.19 and is due to be reviewed 04.04.20

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