



Recycling Policy

Environmental Policy

As a responsible & forward looking member of the business community, we recognise that our operations have an effect on the local, regional and global environment. It is the policy of Macoi Limited to minimize the impact of our activities on the environment complying with all relevant environmental law, regulations and codes of practice. We do this by encouraging a greater awareness of environmental issues amongst our own staff. We seek to create a climate where employees are encouraged to find ways of protecting and enriching the environment. We will continually review our environmental performance.

Environmental Management Tools

We will implement our policies through a coordinated environmental management system.

Energy Use

The company will use environmentally safe and sustainable energy sources to meet our needs. We will invest in improved energy efficiency of products we use and sell.

Responsibility for Products

The company considers the environmental impacts of its products at all stages of their life cycle - from design, to manufacturing, customer use, and finally disposal.

Recycling

The company maintains that a primary part of its corporate environmental strategy is sustainable waste management and as such recognizes its responsibilities to recycle materials wherever possible. For example, owing to the nature of our business, we use large quantities of paper and it is our policy to use recycled paper wherever this is possible without reducing quality. We require our employees to reuse waste paper within our offices and we encourage paper collection for recycling schemes where this poses no risk to the security of our business.

Disposal of Waste

We will minimize waste, especially hazardous waste, and whenever possible recycle materials. We will dispose of all waste through safe and responsible methods.

The Supply Chain

We will work with our suppliers to ensure they recognize and reduce the environmental impact of their products and reduce the environmental impact of their products and transportation.

Purchasing

The company has a written Environmental Purchasing Policy to ensure that staff involved in the procurement of goods and services use environmental responsibility as a factor in their purchasing decisions.

Training Personnel

We will implement our policies through guidelines and training. All staff will be issued with copies of our environmental policies.

Targets and Goals

The company will set environmental targets and goals designed to improve our environmental performance.

Transportation

It is our policy to require wherever possible that all fleet cars supplied to us are able to use lead free petrol or diesel and are fitted with catalytic converters. When approving cars for inclusion in our company car scheme we give careful consideration to factors such as fuel economy, which minimize the negative impact of the car on the environment. Through coordinating route planning and delivery schedules this company seeks to realize the dual benefits of reduced fuel consumption and lower exhaust emissions.

Redundant Furniture

In conjunction with our disposal partners, we encourage all recycling of redundant / old furniture. If the furniture cannot be reused or donated to a charity, all furniture is collected and recycled at the Sackers plant and broken down and recycled rather than sent to landfill.

We can develop a site-specific policy and programme that addresses the impacts identified by our customers.

The programme will detail the following:

- Objectives related to the site-specific task
- Targets (Set and agree re-use and or recycling targets with customer)
- Responsibilities of individuals involved in achieving targets
- Associated costs/resource to achieve targets
- Environmental recording and reporting
- Environmental risk assessments

Signed:

Position: **Managing Director**

Date:

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