

Environmental Policy

Introduction and aim

AP Installations Ltd is a company that provides office furniture services in the UK & Europe, operating from premises in Horsted Keynes, West Sussex. The main services provided are delivery & installation of office furniture, office relocations and office clearances. We recognise that our operations result in emissions and the generation of waste.

It is our aim to comply with legislation and other requirements, continue to reduce the environmental impacts of our business and operate in an environmentally responsible manner. This policy describes how we will achieve our aim.

Responsibility

This environmental policy applies to all of our operations including management, office services, delivery and clearances. Simon Joyce, the office manager is responsible for ensuring that the policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Resources

We will ensure that resources are available to enable us to achieve our objectives and targets

Objectives

During 2012 and 2013, we aim to:

- Reduce the generation of general and hazardous waste.
- Increase the amount of recycling of both furniture & cardboard/paper.
- Reduce the amount of fuel used by our delivery vehicles.
- Inform all customers of our commitment to reducing our environmental impact.

Targets

To achieve our aims, we have set ourselves the following targets:

- Ensure all waste produced on jobs is correctly sorted before disposal
- Recycle all waste cardboard & paper using a compactor situated at our premises
- Forge closer links with 2nd hand furniture businesses & charities with the aim of increasing the amount of furniture removed during office clearances & reconfigurations that is re-used rather than destroyed.
- When our vehicles are changed, ensure that we select new vehicles that are the most fuel efficient for the work required. As technologies advance, we will also look at vehicles with alternative fuel (lpg, electric, etc).
- Inform all customers about our environmental policy by July 2012 and, thereafter, all new customers.
- Arrange for our own Single phase Electricity system & meter to be installed through discussions with our landlord.

Monitoring and auditing

Progress against these objectives will be monitored through monthly management meetings

Communication

This environmental policy is available on request. If you would like to obtain a copy or would like to discuss our progress against our objectives, please telephone 01342 810997.

Signed

Simon Joyce, Office Manager

8th December 2011