

## Leaflet Distribution Services Limited

### The Policy in practice

The Environmental Policy covers all aspects of 'LDS operations – from good housekeeping measures such as using both sides of paper prior to recycling, to ensuring that investments made are environmentally sound. The policy also commits us to promoting suppliers and services which adhere to environmentally sound ways of operating.

All our staff are fully acquainted and encouraged to consider environmental issues in all aspects of the working office on a daily basis.

For example;

1. Reducing waste where possible by thinking about what we buy and how we use it. Non-essential documents and emails will not be printed as we strive to a paperless office. We ensure all our printing and photocopying is done on double-sided paper. All documents and external publications reviewed and cancelled if deemed unnecessary.
2. Re-use wherever possible by finding second life for items especially paper. Scrap paper is used in printers, fax machines, note taking and messages
3. Recycle all paper, card, Toner cartridges etc.
4. Responsibly dispose of unserviceable office equipment in a sensitive manor. Use social economy organisations to reuse surplus/outdated equipment.
5. Aim to purchase fair-traded and environmentally sound goods. For example, sourcing of refreshments for meetings, training and events should wherever possible be purchased from local suppliers to reduce food miles. If possible food should be organic, fruit and vegetables should be in season and tea, coffee should be fair traded. Any wood products should carry the Forestry Stewardship Council logo.
6. LDS promotes the use of cycling and walking as the main means of travel to local meetings, and use public transport where systems allow the efficient use.
7. Seek to minimize use of energy. For example, lights and equipment switched on only when needed and not out of routine.

Managing Director



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