



environmental policy

01/08/2008 rev16/06/09

CuCo Creative Ltd is committed to leading the industry in minimising the impact of its activities on the environment.

The key points of its strategy to achieve this are:

- Minimise waste by evaluating operations and ensuring they are as efficient as possible, which promotes recycling where possible and provides responsible disposal.
- Promote energy conservation by efficient use, careful planning and design with due regard to improved energy utilisation and appropriate investment in energy efficient measures.
- Actively promote recycling both internally and amongst its customers and suppliers.
- Promote environmentally responsible policies in all commercial activities, including purchasing and investment.
- When possible source environmentally sound materials for us in print activities commissioned by CuCo.
- Meet or exceed all the environmental legislation that relates to the Company.
- Use an accredited program to offset the greenhouse gas emissions generated by our activities.
- Expect similar environmental standards from all parties with whom the CuCo deals.

Signed

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CURRENT REGULATIONS

Recycling – We recycle or re-use 90% of the materials that we use at work.

These include:

- paper
- newspaper
- magazines
- cardboard
- glass
- plastics (types 1,2 and 3)

We have a number of recycling bins around the workplace, which are emptied on a regular basis. Please endeavour to recycle all the materials that are used, including such ideas as collating scrap paper and re-using it for internal notes and memos.

Resource Efficiency – We are selective in the products, processes and services that we provide or use. Our policy of resource efficiency also includes the implementation of pollution prevention techniques with any hazardous substances that are used.

Continuous Improvement – We will continually seek out and investigate more efficient methods of performing our services. When more environmentally sound methods are identified, we will move promptly to adopt these practices and will update and train all employees on these changes in order to develop their ability and motivation to implement our practices. We also encourage all employees to generate new ideas in order to achieve continuous improvement.

It is important that these practices are followed and understood, as we aim to provide an environmentally sound workplace for all who come in contact with us.

WORKING ENVIRONMENT

In order to reduce our environmental impact and reduce bills, CuCo wants to cut the unnecessary use of electricity where ever possible. To do this we follow these simple steps:

- Switch off lights when exiting an empty room
- Only use artificial lights when natural lighting is inefficient
- Turn off heating when it is not needed
- Open windows during the summer, instead of using the air conditioning when it is comfortable to do so
- Turn off all equipment when no in use – Do not use standby
(This excluded the file server which need to be left on at all times)

SIGNAGE

To remind people about these guidelines signage will be applied to all computer equipment, above/below all light switches, by heating/air conditioning instrument panels and on all heating/air conditioning remotes control units.

WASTE MANAGEMENT POLICY

CuCo takes environmental issues very seriously. All non-recyclable waste is removed from the site by the relevant authorities on a weekly basis. As we recycle or re-use 90% of the materials that we use at work, this is to be kept the the minimum.

In order to help reduce waste at CuCo, as paper is our main waste output here are some methods to reduce the amount will go though:

- only print emails when it is necessary
- only print designs off at the end of the design process
for proofing do it on screen only
- reuse paper when possible (ie print on the reverse of printouts or old letterheads or used for note taking)
- only use fresh paper for printouts that are to go to clients
- Print and photocopy using the double-sided setting on all equipment.
- Reuse envelopes for internal mail, or use labels to re-use them for external post.
- Consider using recycled paper.

This will keep our weekly waste down to quarter black bin bag. Other suggestions:

- If you are refurbishing your premises or disposing of old furniture items, consider donating them.
- Carry out regular stationery 'amnesties', where everyone empties their desk of unwanted office supplies, which will be put back in the stationery cupboard.
- Use rewriteable CDs and DVDs instead of write only discs.
- Assess new office supplies and wherever possible, buy more environmentally friendly products.

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WEEE DIRECTIVE

As we do not produce or manufacture any Electrical and Electronic Equipment (EEE) the Waste Electrical and Electronic Equipment Regulations do not come into place with this company.

BUT as we do use EEE, when the items come to their end-of-life these will need to be disposed of according to the manufacturers guidelines or where possible they should be recycled.

- Consider repairing equipment before you replace it.
- Consider if you could reuse items