

## ENVIRONMENTAL POLICY STATEMENT

Complete Office Solutions (UK) Ltd is committed to a programme of continuous improvement and prevention of pollution in order to reduce the impact of its operations and activities on the environment.

### ***Responsibility and Resources***

This policy applies to all of our operations including management, office services, warehousing, installations, fleet and procurement of goods and services. The Managing Director has overall responsibility 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.

To enable us to achieve our objectives and targets we will ensure that the necessary resources are available.

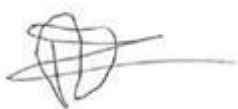
### ***Objectives***

- Comply with legislation, regulations and other requirements applicable to the company's activities.
- Maintain an Environmental Management System which will form an integral part of the Company's existing culture of commitment to continuous improvement.
- Develop and maintain a proactive attitude to staff training and development, so as to educate and motivate all employees to behave in an environmentally responsible manner.
- Ensure wherever possible that energy and water is minimised, and operational waste recycled.
- Develop and maintain the efficient use of diesel fuel within the fleet.
- Prevent pollution in all parts of the company, and to develop and maintain contingency plans where significant environmental hazards exist.
- Assign managerial responsibilities for the environment throughout the business.

Progress against these objectives will be monitored through Management Review and the process of internal auditing.

### ***Communication***

This environmental policy will be communicated to all persons working for or on behalf of the Company, and be available on request to clients, suppliers and other external interested parties, and displayed in the Company's Reception area for viewing by the general public or downloaded from our website.



***Richard Coulson***

Managing Director

Dated: 8 July 2014