



The Printed Word

...More than just ink on paper

Environmental Sustainability Policy

Version 1.0

Environmental Sustainability Policy

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Version Control

VERSION	REVIEWER NAME	DATE	NEXT REVIEW	COMMENTS
1.0	Policy Pros	Nov 2023	Nov 2024	First Policy.

Environmental Sustainability Policy

Introduction

At The Printed Word, we recognise our responsibility to protect and preserve the environment for present and future generations. We are committed to conducting our operations in an environmentally sustainable manner and minimising our impact on the ecosystems and communities in which we operate.

This Policy serves as a guiding framework for our environmental management efforts and outlines our commitment to comply with applicable environmental laws, regulations, and other requirements while continuously improving our environmental performance.

Purpose

The Policy aims to establish a clear direction for environmental management across all levels of our organisation. By implementing this Policy, we strive to:

- **Promote Environmental Responsibility:** We will conduct our activities with a strong sense of environmental responsibility, taking proactive measures to prevent pollution, conserve natural resources, and minimise waste generation.
- **Comply with Legal and Regulatory Requirements:** We will comply with all relevant environmental laws, regulations, and other requirements applicable to our operations. We will monitor changes in environmental legislation to ensure ongoing compliance and adapt our practices accordingly.
- **Continuously Improve Environmental Performance:** We are committed to setting measurable objectives and targets to improve our environmental performance. Through regular monitoring, evaluation, and periodic audits, we will identify opportunities for improvement and implement corrective actions to achieve our goals.
- **Foster Stakeholder Engagement:** We will engage and communicate with our stakeholders, clients, suppliers, and the local community regarding our environmental performance and initiatives. We will actively seek feedback and promote dialogue to address concerns and foster a culture of environmental awareness and responsibility.
- **Empower Colleagues:** We recognise that our colleagues play a crucial role in achieving our environmental objectives. We will provide the necessary training, resources, and support to enable our colleagues to contribute to our environmental efforts and promote a culture of environmental stewardship throughout our organisation.

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- **Promote Sustainable Practices:** We will strive to integrate sustainable practices into our operations and supply chains. This includes promoting energy efficiency, reducing greenhouse gas emissions, minimising water usage, and supporting the use of environmentally friendly materials and technologies whenever feasible.
- **Communicate and Report Transparently:** We are committed to transparently communicating our environmental performance to our stakeholders. We will report our progress, achievements, and challenges in environmental management and regularly review and improve our reporting practices.

Scope

The areas outlined in this document apply to all operations of The Printed Word and to all individuals working for or on our behalf.

Policy

Legal and Other Statutory Requirements

The Printed Word shall establish, implement and maintain a procedure to identify legal requirements that are relevant to the company, as well as other requirements that the company subscribes to relating to its environmental commitments.

Evaluation of Compliance

To meet our commitment to compliance, The Printed Word shall regularly monitor and evaluate the compliance status of the applicable environmental legal requirements and other requirements that the company subscribes to. The records of the results of the periodic evaluations shall be retained.

Competence, Training and Awareness

The Printed Word will establish, implement, and maintain procedures to identify the training needs associated with its commitments and develop programmes to ensure colleague awareness and competence.

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Communication

For internal communication, the Senior Management Team (Rob Pryer, David Pryer and Stephen Hill) shall ensure information regarding this Policy (such as audits, objectives, targets and programmes) and our environmental performance is readily available to colleagues.

For external communication, this Policy and evidence of our actions are made available to any stakeholder.

Promoting Safe and Environmentally Friendly Procurement

The Printed Word strives for quality and efficiency and is proud to have built the knowledge and experience required to ensure that procurement is managed well in both the financial and sustainable sense.

From the inception of every job, it is the responsibility of every person involved to ensure that the products we use are suitable, safe, and ordered in sensible amounts.

Safe Materials and Their Use

- Where products must display appropriate marking to be sold in the UK, which is a statement from the manufacturer that the product meets specific safety, health, and environmental requirements, we will ensure that this marking is present in line with the current legislation before purchasing large amounts (CE marking or UKCA marking). This will reduce the need to designate the products as waste on arrival.
- Where products do not possess a safety mark, they will be:
 - Procured from a responsible and trusted supplier; and
 - Construction materials are to be of standard and in accordance with BES 6001, The Framework Standard for Responsible Sourcing (BSI) British Standard Institution; and
 - Risk assessed by competent team members to ensure their safety and suitability.
- We avoid substances dangerous to our colleague's and client's health. These include, but are not limited to, Carcinogenic, Mutagenic, and toxic to Reproduction (CMR) substances, as outlined in the EU's Regulation concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals.

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- We train all relevant colleagues in the safe handling, storage, use, and waste disposal of potentially hazardous materials.

Environmentally Friendly Materials

Our core values when procuring are:

- Choosing the most suitable materials that cause the least environmental harm. For example:
 - We select production materials such as solvents and inks with lower levels of harmful emissions (low VOC content and alcohol-free) and cleaning products that are less harmful to the environment.
 - We choose multi-use items over single-use where possible.
 - We opt for recycled and recyclable goods and packaging.
 - We procure our paper from suppliers who can trace their source materials back to sustainable forests.
- We promote environmentally friendly materials and products to our clients and encourage recycling wherever possible.

Reducing Waste

We are committed to:

- Considering whether the procurement is necessary in the first instance.
- Choosing good quality products that will last the test of time.
- Evaluating if renting or sharing equipment is an option before purchasing.
- Avoiding single-use plastic items where possible.

Responsible Suppliers

When selecting a supplier or goods or services, we ensure that we undertake a pre-qualification evaluation. Within this tool, we assess the following and opt for the suppliers who can meet our needs whilst being most ethically and environmentally sound:

- Whether the organisation has a detailed and viable environmental sustainability policy and ongoing plan and what its aims and promises are.

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- Whether the organisation has been prosecuted for breaking the law in relation to environmental breaches.
- Whether a supplier of goods can trace the origins of the materials used and prove that they were responsibly and ethically sourced.
- Whether the supplier can provide evidence of carbon footprint reduction or net zero status.

Reducing Our Carbon Transportation Footprint

As a sustainable business with a strong belief in corporate social responsibility, it comes naturally to buy locally wherever possible. Similarly, we work with and are proud to support the local community and use local labour, meaning less time on the road.

Where, as a business, we cannot procure goods locally, we ensure that wherever possible, we reduce the carbon footprint of the order by:

- Buying in bulk where possible; and
- Grouping multiple orders together; and
- Planning ahead to avoid the need for last-minute deliveries.

Whenever possible, we minimise pollution produced in all parts of the business and aim for "pollution-free" processes. For example, whilst the use of technology to interact is not always suitable, we opt for digital meetings where practical to avoid travel. We estimate that roughly 95% of our distance interactions are via digital communication methods.

Where there is a need to travel for business, we:

- Use public transport; or
- Provide electric vehicles (both company cars and vans); and
- Advocate car sharing.

And lastly, we are proud to offer a cycle-to-work scheme, which aims to encourage both exercise and an environmentally friendly way to commute.

Reducing Energy Waste

The Printed Word will seek to:

- Reduce the amount of energy used in our places of work as much as possible.

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- Take energy consumption and efficiency of new products into account when purchasing them.
- Switch off lights and electrical equipment when not in use.
- Adjust heating/cooling apparatus within the workplaces to reduce energy consumption.
- Train colleagues in energy stewardship.
- Avoid procuring products unless necessary, therefore reducing energy consumption at the source and during production.

Harnessing Renewable Energy

The Printed Word has installed solar panels on our premises, which provide renewable energy to power both our plant and vehicles.

Reducing General Waste

As part of our commitment to overall waste reduction, The Printed Word are committed to:

- Using equipment until its natural end of life, thus ensuring that appropriate maintenance is undertaken to maximise their lifespan.
- Ensuring that our buildings, fixtures, fittings, and production equipment are well maintained and regularly serviced by a competent individual to maximise their lifespan.
- Carefully planning the materials on every job to avoid over-ordering and waste production.
- Using skilled labour who make few mistakes and create as little waste as possible.
- Training colleagues in waste reduction and the importance of recycling and reusing.
- Recycling and reusing wherever possible.
 - We strive to reduce, reuse and recycle wherever possible, and our priority is always as follows:
 1. Reduce; then
 2. Reuse; then
 3. Recycle; then

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4. Other Recovery; then
 5. Landfill.
- Utilising reputable waste disposal companies whose aim is to maximise the recycling and reusing of items wherever possible.
 - Completing regular waste audits to drive continual improvement and aim to maximise recycling and reduce waste reaching landfill.

Waste Disposal

As part of The Printed Word's commitment to the environment, we will endeavour to:

- Remain compliant with all relevant waste legislation.
- Always dispose of goods with an approved refuse/waste recycling centre or a licenced waste disposal contractor.
- Always ensure waste is appropriately segregated for recycling.
- Provide suitable and safe arrangements for the segregation and storage of each type of waste to ensure it is secure.
- Ensure that potentially hazardous waste is stored, handled, and disposed of as per manufacturer instructions and legislation.
- Keep records of any hazardous waste disposal.
- Ensure ongoing training of colleagues in waste disposal and management.
- Consider the location of waste containers to minimise Health and Safety incidents and maximise the ease of using the containers efficiently.

The sub-contractor will work with The Printed Word to outline emergency procedures in the event of hazardous waste being mismanaged, which could or will lead to environmental harm.

Culture

The Printed Word will:

- Engage and consult with our colleagues in the implementation of this Policy to ensure greater commitment and improved performance.

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- Work with clients, suppliers, contractors, and stakeholders to collaborate on achieving a stronger environmental performance.

Emergency Procedures

The Printed Word will continually assess hazards and put sensible measures in place to limit harm to the environment where emergencies occur.

Fire

Our work premises are fire risk assessed regularly and have suitable fire systems installed, which are serviced regularly. Control measures are in place to reduce the risk of fire and communicated to colleagues on induction.

Exposure to Hazardous Substances

All substances falling under COSHH are risk-assessed and accompanied by a safety data sheet. All colleagues are trained in the safe use, storage, and disposal of such substances and informed of the emergency action to take if exposed.

Spillages

Spillages of non-hazardous substances or small amounts of product which is not likely to harm the environment or cause a health concern will be managed on-site by way of cleaning the area thoroughly and disposing of contaminated clean-up items via the appropriate waste stream.

Major spillages or those which will pollute the environment (spilling into drains or affecting groundwater) will be reported to the Senior Management Team immediately. Specialist spill kits and/or specialist contractors will be used to manage such emergencies.

Where a spillage will affect groundwater, the Senior Management Team will alert the Environment Agency immediately.

Measuring Environmental Impact

The Printed Word aims to measure its carbon footprint and implement carbon offsetting objectives, targets and programs by the end of the 2024 financial year.

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Monitoring and Reviewing

The Printed Word is committed to ensuring our policies are effective and up-to-date. To do this, we have a process for regularly monitoring and reviewing them.

The Senior Management Team is responsible for this process and will review this Policy at least once a year or more frequently if needed due to changes in laws or our practices.