

APPENDIX B

Quality and Environmental Policy

The Director and Management of Reprodex are committed to:

Achieving Environmental Best Practice in all its Business Practices wherever practicable. They recognise the need to maintain a healthy environment in pursuit of achieving economic business growth and to meet the requirements of ISO14001 by seeking to continuously improve environmental performance in all aspects especially those identified as significant aspect factors in the Environmental Aspect Audit

To this end Reprodex recognises that it should conduct its business in compliance with the laws and regulations designed to protect the natural resources of clean air, water and land. Reprodex also acknowledges the environmental interests of the local community where it is located.

The Director recognises the need to protect the environment and to prevent pollution and to this end all suppliers are actively encouraged to support the policy of protecting the environment. In addition the company is committed to promoting the culture of Continuous Quality Improvements and the philosophy of getting things “right first time”.

As part of these objectives Reprodex has committed to;-

- Meeting customer requirements with a product that is fit for their purpose.
- Providing customers with high quality goods and services which fulfil their specific needs by operating the business to the systems required by ISO14001 2004 and ISO9001 2008
- Rigorously controlling incoming goods and the processes required for the completion of all contracts.
- Promoting the quality and environmental management systems and ensuring that ongoing implementation is achieved by internal auditing, management reviews, corrective and preventive action.
- Carrying out an environmental aspect audit and regularly reviewing this audit focussing on those areas with the highest impact factors.
- Ensuring that all waste paper, packaging, and materials arising at the company premises are recycled internally or taken offsite by contractors authorised to dispose of the different categories of waste.
- Where practical using energy efficient lighting and eliminating unnecessary power consumption by switching off all office equipment when the office is not in use.
- Endeavouring to dispose of redundant office equipment through companies that refurbish/recycle office equipment whenever equipment is upgraded or replaced.

The scope of the business covered by this Environmental Policy Statement is “graphic design, digital and lithographic printing.”