



Sustainable Development (Environmental) Policy Statement

Prestige Network recognises that as a company supplying services to the community it may have both positive and negative effects on the environment. Prestige Network is fully committed to the care of environment for the future generations.

1. This statement applies to all land, premises and activities within the control of the Company. The Company is making detailed arrangements for the implementation of this policy. The main Quality document for the company, QSPN, also stipulates an environmental policy.
2. The Company is committed to the conservation and improvement of the environment and to minimising the environmental impacts and risks arising from its activities.
3. The Company will manage its operations in ways that are environmentally sustainable and economically feasible and provide appropriate environmental education programmes for its staff and freelancers/contractors.
4. In order to achieve this aim the Company has the following key objectives:
 - i. to promote sound environmental management policies and practices throughout the Company;

- ii. as a minimum, to comply with the requirements of relevant legislation;
- iii. to make efficient and environmentally responsible use of energy and water;
- iv. to promote environmentally responsible procurement of goods and services;
- v. to minimise waste production as far as is practicable, to reuse or recycle waste where appropriate and to regulate the treatment and disposal of residual waste;
- vi. to reduce and, where practicable, prevent pollution;
- vii. to minimise the impact of transport on the environment arising from its own vehicles and those used by staff and contractors
- viii. to minimise any adverse environmental impact of any new Company development;
- ix. to maintain the Company's premises in an environmentally sensitive way;
- x. to minimise the adverse environmental impact of the decommissioning and disposal of Company assets;
- xi. to communicate within the Company and to the outside community the Company's environmental performance;
- xii. to raise awareness of staff and contractors of the Company's environmental impact, activities and performance and to promote individual good practice.

5. The main responsibility for implementation of this policy lies with the Company's environmental officer.

The Heads of department are responsible for ensuring compliance with the Company Environment Policy within their area of control.

The Company will actively monitor its performance in the implementation of the key objectives of this Policy in the activities under its control.

6. Whilst the Company accepts the main responsibility for implementation of this policy, individuals have a very important role in co-operating with those responsible for safeguarding the environment. Individuals are required to abide by rules and requirements made under the authority of this policy.
7. The Company will follow the guide lines and advice from the Environment Agency.
8. The environment will be greatly valued and cared for by all staff in relation to their work. Environmental responsibilities will be taken seriously by all subcontractors to the company.
9. All staff will be encouraged to reduce the usage of energy and the company's energy consumption will be monitored regularly. Staff will be asked to:
 - Turn off computers at the end of each day and switch monitors off
 - Switch printers off when not in use
 - Turn off unnecessary lights
 - Unplug electrical equipment when not in use

The company will

- Use energy saving appliances and office equipment wherever possible.
 - Use energy efficient fluorescent strip lighting.
 - Undertake a regular energy efficiency survey.
10. The use of water will be regularly monitored and staff will be trained in energy and water saving techniques. Directors, managers and staff will be asked to:

- Make sure taps are turned off properly
- Drink water supplied by the company rather than bring in bottles of water
- Wash dishes in the sink with a plug rather than under a running tap

The company will:

- Install water conserving taps and fittings where possible
- Supply drinking water to minimise staff usage of bottled water
- Install dual flush toilets or water saving devices in toilets where possible
- Raise staff awareness of the Company's ongoing commitment to reducing water usage at the time of induction, verbally at regular staff meetings and through this policy.

11. The company will take all reasonable steps to reduce waste. Directors, staff and managers will be expected to:

- Print on/use both sides of the paper whenever possible
- Refrain from printing documents and emails as necessary
- Use email to send memos and other internal documents
- Donate or re-sell old computers and office equipment
- Subscribe to newsletters and other publications online rather than receive hard copy prints
- The words "*Please consider the environment before printing this e-mail. Thank you.*" will be included in the signature of every email.

The company will:

- Provide reusable hand towels and tea towels in place of disposable items
- Provide reusable plates, cups and cutlery for the use of staff

12. The company actively encourages staff to minimise their impact on the environment while travelling to work. Staff are encouraged to walk or cycle to work, use public transport or carpool wherever possible.

13. The company will recycle all recyclable waste wherever possible.

- i. Used printer cartridges will be saved and recycled through a contract with Technowaste who specialise in the recycling of printer cartridges and similar products.
- ii. The company uses environmentally friendly fluorescent light bulbs. These are kept and then recycled through a contracted company in line with health and safety regulations and our environmental policy.
- iii. Paper and cardboard is to be recycled through a regular recycling programme set up with an external contractor.
- iv. Where possible other items including plastics (including bottles), cans and glass will also be recycled.
- v. Old computers and other office equipment and furniture will be donated, sold on or recycled rather than thrown away.

14. The company will procure goods from environmentally conscious companies wherever possible. They will:

- i. Select suppliers against environmental criteria when possible.
- ii. Take environmental impacts of companies into consideration when undertaking the procurement of goods.
- iii. Where possible procure goods that are environmentally sustainable or are recycled (for example recycled paper, paper that has not being bleached with chlorine etc).

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