

# Environmental Policy Statement

Pink Office is totally committed to minimising the impact our activities have on the environment.

## PINK OFFICE

- **Building** - We are committed to using renewable energy sources so our building has recently had a 10KW Peak building integrated Photovoltaic array installed. This will reduce our buildings emissions by a minimum of 4.35 tonnes of CO<sub>2</sub> per annum. All our lights are fitted with energy efficient recyclable light bulbs and in communal areas motion detectors switch on and off lights as staff enter and leave rooms so we never forget to turn them off when leaving the building. All waste paper from our building is collected and recycled.
- **Staff** - Some of our local staff cycle or walk to work and those who travel in from longer distances are encouraged to car share or use public transport. When we conduct any business meeting if it is practical we use public transport to reach our destination. Our account managers encourage efficient and appropriate ordering patterns. We understand that individual items may be needed urgently, but we will always check to see if orders can be consolidated to minimise any associated environmental impact.
- **Systems** - Our innovative technology allows us to operate a completely paperless business model. All our transactions and communications with customers and suppliers are electronic. Our advanced POP System allows for Single Source Procurement which helps reduce multiple invoices down to a single monthly consolidated invoice sent by email in PDF format or if preferred we can integrate directly with most accounting systems. Single sourcing also reduces CO<sub>2</sub> emissions from vehicles as the number of “final miles” travelled are consolidated to single deliveries.
- **Products** – We offer a range of over 2,500 environmentally responsible products. The range includes these trusted accreditations: FSC, PEFC, Fairtrade, Nordic Swan, Rainforest Alliance, EU-Ecolabel, Blue Angel, The Ethical Tea Partnership and the Soil Associations Organic Certification.

## OUR KEY SUPPLIER - OTWHOLESALE

- **Systems** - All delivery boxes are made of 100% recycled material and since the weight and dimension details of every single product held within the warehouse is known to the automated system it is able to select the most appropriate box size for each order. The whole picking and packing process is designed to be completely streamlined and energy efficient.
- **Accreditations** - All company sites are accredited with ISO14001 and have implemented Environmental Management Systems. These EMS' in action can be categorised as follows;
- **Transport** - The majority of older vehicles have now been replaced with new Euro IV diesels which achieve a significant reduction in nitrogen oxides and particulate emissions. (statistics mentioned below are based on 2010-11 data).
- **Energy** – 8% reduction in gas (135 tonnes CO<sub>2</sub>), 6% reduction in electricity (295 tonnes CO<sub>2</sub>)
- **Waste** – to landfill has been reduced by 39% (209 tonnes).

## OUR DISTRIBUTION PARTNER - FEDEX

- **Systems** - Always strives to use the latest innovations and technology such as route optimisation to minimise emissions and fuel consumption. Recognises that effective environmental management is one of its most important corporate priorities and is committed to protecting and respecting the environment through outstanding environmental performance and efficient operations. Environmental responsibilities are taken very seriously with strong support given to the development of alternative fuel vehicles and business practices that reduce emissions.
- **Transport** - Has the largest hybrid diesel-electric fleet in the express distribution industry. Since 2003 over 100 hybrid vehicles have operated in 11 major cities cutting diesel emissions by 90%.
- **Accreditations** - ISO 14001 an internationally-recognised standard granted to companies that meet a stringent set of demands relating to environmental management. The certification demonstrates their commitment to putting environmental sustainability at the heart of its business practices and forms part of a wider commitment to minimise its environmental impact. Are leading members of the Global Environmental Management Initiative.