

Heritage Envelopes Energy Policy

Chief Executive's Statement

Mission Statement

Heritage Envelopes recognises that its use of energy and water has a direct impact on the environment and also accepts the responsibility to reduce this effect whilst making the use of energy throughout the facilities more efficient and cost effective.

Statement of Commitment

The company is corporately committed to: -

- a) Reducing our energy costs across all of the facilities
- b) Increasing our energy efficiency (energy consumed per unit of floor area)
- c) Increase our use of renewable energy
- d) Investing in clean, energy efficient technologies
- e) Reducing all environmental impact arising from our consumption of energy

The company is committed to ensuring that objectives and quantified targets are set which will drive the Organisation forward in achieving our goals. This will be achieved through the development of a strategic action plan that will be reviewed for progress and updated each year

Site Director's signature

Date

CORPORATE POLICY STATEMENT

Long term corporate goals

Our long-term corporate goals are to:-

- a) Be committed as an Organisation to responsible energy management
- b) Give high priority to energy efficiency investments
- c) To introduce energy efficiency and sustainability into design, new build and major refurbishment projects
- d) Promote energy efficiency throughout all operations
- e) Reduce our energy and water consumption
- f) Reduce our energy waste
- g) Use renewable energy wherever possible
- h) Reduce all environmental impacts arising from our energy consumption as far as is practicable and consistent with the operational needs of our activities

Medium term objectives

Our medium term objectives over the next three years are to: -

- a) Reduce our energy consumption by a minimum of 5%
- b) Review tariffs and energy supply contracts
- c) Set and publish performance improvement targets

- d) Report performance changes and improvements annually
- e) Establish a monitoring and targeting system
- f) Provide regular management reports on costs and consumption
- g) Continue to Increase staff awareness through our induction process and regular staff meetings
- h) Motivate staff to use energy efficiently
- i) Introduce training programmes for staff
- j) Provide practical advice on energy management to staff
- k) Adopt good housekeeping practices
- l) Conduct site energy audits on an annual basis
- m) Produce annual Action Plans
- n) Identify all cost effective energy efficiency measures
- o) Improve energy efficiency of existing facilities

Short term targets

Our targets for the financial year 2011 are to: -

- a) Continue to monitor consumption figures on a monthly basis
- b) As an Energy Group continue to meet on a monthly basis
- c) Produce Action Plans for 2012
- d) Ensure the continuation of the in-house staff campaign for promoting energy efficiency. To be delivered at staff training sessions.
- e) Reduce energy consumption in 2012 financial year by 2%

Endorsed by the Board

Date