



Environmental Policy

Heritage Envelopes Limited recognised its responsibility towards the environment and issues this policy as a statement of management and employee commitment to minimising the environmental impact of its' business activities.

Heritage Envelopes Limited is committed to ensuring effective management of all activities that have the potential to affect the environment by:

- Assessing our activities and operations to identify the significant aspects that have potential to impact on the environment.
- Controlling all significant environmental aspects.
- Commitment to complying with relevant environmental legislation and regulations and to other requirements to which the organisation subscribes.
- Continual improvement of environmental performance by building environmental considerations into the decision making process and methods of operation, to minimise environmental impact and prevent pollution.
- Setting and publishing clear environmental objectives and targets and to monitor environmental performance results to ensure that targets are met.
- Ensuring that all of our operations and activities are covered by this policy and that the policy is implemented, maintained and communicated to all employees.
- Provision of certified sustainable source paper through FSC chain of custody number SA-COC-1514 and PEFC chain of custody number CATG-PEFC-008.
- Compliance with PAS 2020 level 3 for paper and print environmental performance to Direct Mailing.
- Commitment to the introduction of ISO 14001 and continual improvement of the environmental management system.
- Communicating this environmental policy to all other interested parties and the general public.

This policy is maintained and reviewed at least annually to ensure continual suitability and that any changes in our organisation, arrangements, scope of operations and our working practices are considered.

Mark Sears

Chief Executive Office

Reviewed and approved: 1st September 2017

Review date due September 2018