



ENVIRONMENTAL POLICY

Fairway Office are committed to helping protect the environment from impairment and continuously monitors and upgrades its operations to preserve the environment. We have achieved the environmental standard ISO14001

Accordingly Fairway Office ensures that;

During the planning of all new developments, the best practicable environmental options and Duty of Care are incorporated into designs.

It continuously reviews its operations to ensure that implemented technologies regarding environmental controls are maintained. The Company will endeavour to prevent pollution from source at all times.

It defines and assigns responsibilities and implementation of specific procedures relating to the protection of the environment applying standards and objectives where appropriate.

It will make employees aware of the Company's position on environmental policies and provide training to achieve its objectives.

It will consider the environmental impact when selecting materials, processes and energy sources ensuring the efficient and safe use of all resources whilst minimising waste. Where waste occurs, the Company will exercise its Duty of Care and will dispose of it in a manner that is safe to employees, customers, the general public and the environment.

Only suppliers with policies equivalent to its own are selected.

It makes available to all interested parties information concerning its operation that affects health, safety and the environment. It will take the interests of the community into account with due regard to the public perception and will communicate wherever necessary.

Where appropriate, it will provide suitable contingency plans relating to emergency situations that may affect the environment.

It regularly reviews its environmental policy to ensure ongoing compliance with all current and future legislation.

Environmental Policy

The company is committed to:-

- Recycle as much material as possible.
- Minimise the amount of waste discarded.
- Handle waste to prevent spillage or pollution.
- Provide an efficient empties-collection service
- Only using the services of a registered waste carrier.
- Maintain all vehicles to a high standard to reduce emissions and fuel consumption.

Procedures currently in operation are:-

Empty Laser Cartridges

- These are carefully sorted and **90%** are then used in remanufacturing facilities; the remainder are damaged beyond recycling and passed to our approved waste carrier.
- All empty cartridges are stripped down to their constituent parts and treated as follows:-
 - Carcass – passed to our approved waste disposal carrier.
 - OPC (or drum) – segregated and passed to aluminium recyclers.
 - Toner – collected by means of a vacuum system and passed to our approved waste carrier.

Empty Ink-jet Cartridges

- These are carefully sorted and **95%** are passed on to remanufacturers: **5%** are sent to our approved waste carrier.

'Blanket Wrap' Furniture Installations

- To eliminate unnecessary waste, larger furniture installations are booked from manufacturers to be delivered directly to clients sites from factory production lines in bulked palletised components and not individually wrapped.

Cardboard Packaging

- This is all segregated, compacted and passed to an approved recycling plant.

Chris Fairbrass
Managing Director
Environmental Policy / rev3