



## THE MJ GROUP ENVIRONMENTAL POLICY

The MJ Group (MJ Impressions Limited) supports environmental management and recognises that small businesses can contribute to appropriate environmental schemes very effectively. We aim to follow the Governments Environment and Greener Living policy.

We strive for excellence, leadership, sustainability, and integrity through improvement in our environmental performance and management. An awareness of our environmental impact is a responsibility of all employees at every level in the Company. All personnel have an obligation to apply operating practices and procedures which will ensure protection of the environment.

**The MJ Group achieved ISO 14001 in October 2008, ISO 9001 in April 2009 and are currently working towards achieving BS 8901: Sustainable Event Management.**

### Environmental Policy Statement

The MJ Group is committed to actively manage all environmental aspects that it can realistically influence and control in all parts of its business. These environmental aspects are periodically reviewed to optimise performance. We aim to:

- Reduce the amount of waste we produce
- Make the best use of the waste that is produced
- Choose waste management practices that minimise the risks of future environmental pollution.

Environmental awareness is communicated to all The MJ Group employees through the Organisation's processes and office operations. Our Environmental Management System has two main components:

The MJ Group office operations are managed to minimise environmental impact where possible. Energy consumption and the use of consumables are monitored. We aim to minimise pollution and waste and to recycle wherever possible, including packaging, paper and printer cartridges. These activities are promoted to office workers and visitors by "switch off" labels on individual machines, posters and the presence of recycling bins.

As part of our annual business review processes, our office operations are also reviewed so that we can continually improve our environmental performance and maintain alignment with our key clients.

### As an Organisation we do not:

- Discharge to the water
- Bulk store harmful substances
- Distribute toxic or very toxic goods
- Incinerate waste
- Discharge manufacturing by-products to the atmosphere
- Distribute or use any GM organisms or biological processes.

### As an Organisation we do:

- Recycle waste wherever possible
- Require all of our paper suppliers to sell paper and board that is FSC/PEFC or recycled
- Use external and internal electronic mail delivery and read acknowledgements to reduce paper usage.
- Encourage our suppliers to implement environmentally sound policies and show preference to those suppliers so doing.





## THE MJ GROUP ENVIRONMENTAL POLICY cont.

- Supply full and thorough information on our environmental policy to any interested parties.
- Integrate environmental concerns in our day to day decision making.
- Continually identify, evaluate and control the environmental risks associated with our operations. We have procedures in place to prevent and respond to emergencies.
- Actively seek to make improvements in our environmental control.
- Actively pursue waste reduction.
- Recycle ink and toner cartridges.
- Consign waste office paper for recycling; the Company operates a Recycling Collection Service through Paper-Round. We re-use old paper to print internal documents, print on both sides and print multiple pages on one sheet of paper where practicable.
- Evaluate the environmental performance of our operations and personnel and recognise achievements which support this policy. We shall provide our employees with information and training to fully integrate this policy into their responsibilities at work.
- Ensure all members of staff check that IT Equipment and other items of electrical & electronic equipment is set to auto standby and powered down at the close of the working day. Monitors to be turned off if anticipated non-use is more than 5 minutes, where practicable.
- Design energy efficiency into services and facilities and manage energy in all areas of the business, promoting these services to our own employees and customers.
- Recommend and promote to clients that they have papers, boards and or display products that are recycled or sustainable. The Company will constantly review its material suppliers to always be able to offer the most sustainable option.

### Carbon Footprint

The Company aims to reduce our carbon footprint by minimising our consumption of natural resources, especially where they are non-renewable. We operate Company vehicles with the least environmental impact, including the use of LPG and Hybrid vehicles. We are also currently establishing a relationship with Carbon Smart to reduce our carbon footprint with the aim of becoming carbon neutral. Carbon Smart will help us to take comprehensive, effective action to reduce our carbon footprint and integrate carbon and energy management into our business.

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