



## **ENVIRONMENTAL POLICY**

DTW strives to continuously improve environmental performance. The company's decision-making process establishes the option which provides the most benefits or least damage to the environment, at acceptable cost, in both the short and long term.

DTW recognises that its day to day activities have a range of impacts on the environment and as a company is committed to operating in a sustainable manner, reducing waste, the use of energy and other resources where possible. We understand that, in accordance with the principles of ISO 14001, the proper management of the environmental impacts of our operations is essential.

Through our Business Management system we implement the ethos of environmental management and take into account environmental considerations when planning our goals.

To this end, DTW promotes the active involvement and accountability of its staff in promoting resource efficiency and reducing waste.

In particular we:

- Incorporate environmental management considerations into DTW's business activities to ensure environmental issues are addressed.
- Ensure compliance with relevant legislation and other regulations.
- Monitor our environmental progress regularly to identify positive aspects or deficient ones which could be improved.
- Ensure that all DTW personnel, including third party workers on behalf of the company e.g. contractors, actively support our environmental programmes.
- Ensure that the company's environmental process is readily communicated to internal and external parties and that reasonable requests for information are responded to appropriately.

Specifically we have three priorities:

- 1) to reduce, reuse and recycle our waste
- 2) to source the most environmentally sustainable materials for us and our clients
- 3) to limit our carbon footprint.

### **No smoking policy**

DTW has a no smoking policy in its offices and in company vehicles.

### **Use of electronic media**

Staff are advised to use electronic media wherever possible to exchange information and to store documents. When duplicating documents, double sided copying is used. Staff are encouraged to adopt a responsible attitude regarding use of paper.

## **Car journeys**

All staff are encouraged to reduce the number of car journeys wherever possible. Where possible, staff use public transport or car share when travelling to client meetings.

## **Use of water, heating and lighting**

Staff are encouraged not to waste water and to turn off lights and heating appliances when not required.

Hand binding rather than electric machines are used.

## **Purchasing**

Items such as photocopiers and computers are purchased only from suppliers who provide products with an energy saving mode and low consumption of energy, thus making an appreciable saving of energy.

## **Re-use**

Mobile phones are re-used for other members of staff and for general office use when replaced.

Packaging and padded envelopes are re-used when possible.

## **Use of hazardous substances**

DTW has a policy of using non-hazardous substances. The studio uses the Xyron repositionable acid free adhesive instead of spraymount, where possible, in order to minimize the number of CFCs sprayed into the atmosphere.

## **COSHH regulations**

DTW's suppliers are required to conform to the COSHH regulations where applicable in order to ensure that their use of products and processes is controlled.

## **Printing and paper**

DTW uses printers who have an environmentally friendly policy regarding the paper and inks they use and who take into consideration environmental factors when making their own purchasing and operating decisions.

This includes using paper suppliers who buy paper made only from chlorine-free bleaching processes, with repeated washing of pulp to produce safe effluent, and derived from wood merchants who use no hard wood, softwood being taken from sustainable woodlands in accordance with the criteria for biodiversity requirements.

DTW's printers use paper stocks that are FSC accredited from suppliers who are also accredited by the FSC.

All printer by-products (waste paper/cardboard/plastic/aluminium plates) are collected by recycling companies with relevant certification.

### **Litho printing**

All the printers on DTW's approved suppliers list use vegetable based inks and the chemicals used are all environmentally acceptable. Disposal of used vegetable based inks is more environmentally friendly, as compared with the oil-based inks which need specialist disposal. A further benefit of using vegetable based inks is that they produce longer lasting colours.

### **Digital printing**

The most environmentally aware of DTW's digital printers use recyclable toners printing on the same FSC papers as for litho, therefore any item printed digitally can be recycled as normal. All parts that are used and replaced are either returned to be refurbished and reused or are totally recyclable.

### **Waste management**

DTW pre-treats its waste in line with the European Landfill Directive introduced in October 2007.

The waste management activities consist of recycling card and paper, plastics, tins and used printer cartridges through the Great North Air Ambulance, who are registered as a professional collector and transporter of controlled waste with the relevant certification.

*Date reviewed: March 2011*

*Reviewed by: Chris Taylor*

*Date of next review: March 2012*