

SUSTAINABILITY POLICY AND PRACTICE STATEMENT

We manufacture products from raw materials - paper, card, plastics, foil.

Our mission is to implement, maintain and promote environmental sustainability. As a company we are committed to seeking and achieving the lowest possible impact on the local and global environment by sourcing sustainable materials for our manufacturing activities; reducing waste; recycling and conserving natural resources.

OUR ENVIRONMENTAL POLICY REINFORCES OUR COMMITMENT TO SUSTAINABILITY AND IS BASED UPON THE FOLLOWING PRINCIPLES:

- Adherence to best practice, compliance with Environmental legislation and recycling appropriately.
- Cooperation with national and local government to diminish adverse effects on the environment.
- Adoption of procedures to identify and assess risk to the environment posed by our activities.
- Fostering continual awareness of developments in materials and processes and remaining alert to alternatives to further reduce harm to the environment.
- Ensuring all staff are aware of our Environmental Policy and are committed to implementing and improving it.
- Cultivating relationships with suppliers who share our Environmental Policy.
- All the materials we use are fully certified by: The FSC; RCS; USDA or PETA as appropriate.
- School Smart will never use suppliers who do not hold the above Material Certifications.

IN ORDER TO PUT THESE PRINCIPLES INTO PRACTICE:

- Over the last few years, we have transitioned to buying raw materials which are sourced from suppliers who share our aims and commitments.
- Scroll tube inners are made using recycled pulp sourced in the UK. The leatherette covering is paper based and sustainably sourced, in the UK.
- We've transitioned to composite foils which require far lower temperatures to fuse to the printed surface than traditional foil, and are sustainably sourced.
- Folders and wallets are made from UK sourced recycled paper.
- File constituent parts are milled in the UK using only recycled pellets in their manufacture.
- Luxury Certificate Holder components are made in the UK from sustainably sourced leatherette, card and taffeta.
- Smart Square flooring is bitumen and latex free and is manufactured using recycled materials. The product is recyclable.

EVERY PRODUCT WE MANUFACTURE IS FULLY AND WIDELY RECYCLABLE

As a company we:

- Recycle waste including paper, packaging, computer supplies and redundant equipment. No waste or by-products of our activities goes to land-fill.
- Repair rather than replace machinery, wherever possible.
- Have installed an electric car recharging system - for the use of staff, free of charge.
- Offer cycles to staff as part of the Cycle to Work scheme.
- Aim to reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping. We minimise our use of paper and other office consumables.
- Reduce vehicle fuel consumption through route planning, and travelling together whenever practical.
- Purchase electricity from a supplier committed to renewable energy.