

environmentally friendly



Environment Policy Statement 2010


At **Business Supplies Direct** we recognise that being '**Environmentally Friendly**' is an important aspect of operating a successful and responsible business and we are committed to minimising the impact of our operations on the environment. That is why we do everything we can to ensure we work in an environmentally and responsible manner.

After enlisting the help of '**carbonSMART**', the carbon reduction specialists, we were able to develop and implement a strategy to actively reduce emissions and reduce our carbon footprint.

Since this consultation, we have reduced our carbon footprint by over **23%** from **50.9 tonnes** in 2008 to **36 tonnes** in 2009.

In addition to this significant saving, we have set a target to reduce our carbon footprint by a further **5%** in 2010.

Our 5 main goals are to:

-  **Reduce waste materials by recycling**
-  **Re-use products and waste material**
-  **Refuse to buy environmentally unfriendly products**
-  **Reform materials and use again**
-  **Recycle rather than scrap**



Paul Wragg
Green Initiative Director

January 2010



It is the policy of **Business Supplies Direct Limited** to ensure that its activities are managed so as to minimise any impact on the environment, as is reasonably practicable.

In order to achieve this we:

- Ensure that we comply with existing and future environmental legislation.
- Ensure employees are educated and kept updated regarding environmental issues and the implementation of our '**environmentally friendly**' policy.
- Only use recycled or FSC certified paper, stationery and envelopes and remanufactured printer cartridges where possible.
- Use electronic communications to avoid paper waste.
- Recycle or re-use all waste paper, card, plastics, electrical equipment, batteries and printer cartridges through the use of specially allocated waste bins.
- Aim to improve the energy efficiency of our existing buildings. When considering future purchases or leases, account will be taken of the energy efficiency of the building, and of the energy costs involved in running those buildings.
- Use low energy light bulbs or de-lamp where practical.
- Encourage employees to car share or use public transport where practical.
- Regularly service and maintain fleet vehicles to ensure fuel efficiency.
- Ensure all van routes are optimised to ensure best use of fuel
- Consider CO2 emissions when choosing new vehicles.

“Business Supplies Direct... Passionate about preserving the environment,,

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Green Fleet Management Policy 2010

Business Supplies Direct is a customer focused business Solutions Company with the prime objective of providing each of our customers with an unparalleled level of service, coupled with the most competitive prices in the industry.

Business Supplies Direct uses its vehicles to visit customers, and prospective customers, who are based within South Yorkshire and the surrounding area. This requires significant driving by our staff. As travel is a critical part of our business we aim to run a Green Fleet which reduces its impact on the Environment as well as lowers Carbon Emissions. We have 8 company vehicles which are all driven and maintained by company employees.

Our green fleet management policy is supported by the following guiding principles:

Managing Fuel Consumption – We currently monitor the fuel consumption in our vehicles, and using this data we aim to reduce our consumption by 5%.

Reducing Mileage – We are investigating the possibility of installing on board telematics to all our vehicles. To optimize route management.

Driver Education – We emphasise careful driving which avoids harsh acceleration and heavy braking, we also promote better anticipation of the road ahead.

Promotion of Energy Efficient vehicles - We continue to use where possible, energy efficient vehicles, we currently use 8 vehicles which are more energy efficient and result in lower emissions. We aim to promote the use of lower engine size vehicles in our fleet.

Our vehicles have a full road maintenance service on a regular basis. The following measures are carried out by our Staff frequently to ensure vehicles run efficiently:

- Tyre pressures and tread condition inspections
- Water and oil level top-ups

Duty of care measures are taken very seriously by Business Supplies Direct, and at all times are promoted to all staff. In particular we expect all our drivers to adhere to the following whilst driving:

- No drink / drugs
- No use of mobile phones
- Maximum time at the wheel without a break (3 hours)
- Sound driving style, which at all times observes road rules

This policy is communicated to all staff at Business Supplies Direct and is provided to all drivers in a hard copy. The policy is displayed in both our office and warehouse, and is reviewed annually by our Management team.

Paul Wragg
Green Initiative Director

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