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## **Environmental Policy Statement**

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ENTO accepts its environmental responsibilities and recognises its obligations to contribute to the resolution of global and local environmental issues by minimising its environmental impacts and by promoting environmental good practice.

Therefore ENTO will:

1. Comply with all relevant legislation and codes of practice
2. Quantify and minimise its environmental impacts, bearing in mind the whole life cycles of energy and material supplies
3. Integrate environmental concerns into maintenance and management of its premises, including sustainable development principles where possible
4. Improve staff environmental awareness and responsibility
5. ENTO acknowledges that every process has an impact on the environment. ENTO has a limited impact due to the nature of our business, however we implement the following procedures, covering our business processes and actions:
  - Recycling paper in containers provided
  - Diligent use of various power sources: light; heating; air conditioning etc
  - Careful use of water
  - The use of public transport whenever possible
  - The use of internal electronic communication systems whenever appropriate – to reduce use of paper
  - The use of email for external communications whenever appropriate – to reduce the use of paper, and the environmental impacts of transportation and delivery

- The National Occupational Standards developed and managed by ENTO are made available principally in CD-rom format
  - Wherever possible, information will be stored in electronic formats to reduce paper storage
  - It is ENTO's policy to discourage staff from printing information and documents resulting from Internet searches, unless essential to our business.
  - Recycling of materials (other than paper) where possible: printer cartridges, old computers and other IT peripherals
  - ENTO encourages its suppliers, including building maintenance and cleaning, to use environmentally friendly products, procedures and processes.
  - ENTO adheres wherever possible to the National Occupational Standards for Occupational Health & Safety which it develops and maintains
6. ENTO's Directors will ensure the ongoing development and implementation of the Environmental Policy
  7. All employees will be made aware of their responsibilities towards the environment , particularly regarding waste minimization, and the efficient use of both natural and man-made resources.

ENTO will introduce suitable policies and practices to demonstrate our commitment. This policy statement will be reviewed annually, and practices will be monitored on an on-going basis and evaluated quarterly.

The Office and/or Operations Managers at each ENTO office will be responsible for implementation and monitoring of this policy.

*1<sup>st</sup> November 2003*