

**Fastsms Ltd**  
**Environmental Policy**  
**1<sup>st</sup> December 2016**

The Environmental Policy of Fastsms Ltd, whose Registered Office is at Orchard House, Victoria Square, DROITWICH WR9 8QT, (“the Company”) is to ensure so far as it is reasonably practicable that its operations will be carried out with a commitment to protecting and enhancing the environment.

As an office we know that we generate waste paper products. However as we strive for excellence in every aspect of our business we are committed to minimising the environmental impacts of the business operation.

**1. Our stated aims are to:**

- 1.1 Continuously improve our environmental performance particularly with regards to our recycling and re-use of paper.
- 1.2 Replace paper documents with digital documents as far as possible, including, but not limited to, invoices, statements, purchase orders, and other transactional documents.
- 1.3 Use where possible recycled or ecologically friendly paper.
- 1.4 Use ‘waste’ paper for notepads unless confidentiality may be compromised.
- 1.5 Reduce our consumption of resources and improve the efficiency of those resources by printing double sided where practicable.
- 1.6 Manage waste generated from our business operations according to the principles of reduction, re-use and recycling.
- 1.7 Recycle all paper products, ink or toner cartridges.
- 1.8 Comply as a minimum with all relevant environmental legislation as well as other environmental requirements.

This Environmental Policy Statement will be regularly reviewed and updated as necessary. The management team endorses these policy statements and is fully committed to their implementation.

This Environmental Policy Statement has been approved & authorised by:

Name: Anthony R Burt

Position: Chairman

Date: 1<sup>st</sup> December 2016

Signature:

