

# Environmental Policy

Wellington Business Forms Ltd is a medium sized Miramar based printing company. We specialize in printing multi part forms and general stationery items for government departments, private companies and the hospitality Industry. We are committed to protecting the environment and strive to continually improve our environmental performance and prevent pollution.

## It is our policy to:

- Comply with all relevant legislation and regulations that apply to our company for the entire manufacturing process from production to delivery of the end product.
- Seek to adhere to all relevant other requirements including, but not limited to, industry codes of practice and national standards/guidelines
- Minimize consumption of resources by efficient use of paper and energy
- Segregate and dispose of waste in a responsible manner, and where possible reduce waste through re-use and recycling.
- Investigate our use of raw materials and wherever possible we will use materials which are less damaging to the environment and overall more sustainable.
- Develop and maintain an effective documented Environmental Management System and act to continually improve our Environmental performance.
- Implement safe operating procedures to minimize environmental health and safety risks to all employees and encourage employees to perform their jobs in an environmentally responsible manner.
- Continuously improve our environmental performance through good practice of waste, electricity and paper management and by doing so minimize our environmental impacts.

This policy is supported by management and communicated to all staff and contractors to enable implementation of this policy at all levels within the company.

This policy is publicly available on request.

Greg Ward  
Director

Dated March 2016 (to be reviewed March 2017)

