

## QUALITY, ENVIRONMENTAL & SECURITY POLICY

We have introduced a Quality and Environmental Management System that monitors the procedures of the company for effectiveness and customer satisfaction. This policy has led us to ISO9001:2015 and ISO 14001:2015.

We have also established an Information Security Management System that defines our processes and procedures for the production of secure work. This policy has led us to ISO27001:2013.

We support responsible forestry through FSC® to which we are certified.

We have established management groups, which meet regularly to set and review quality, environmental and security objectives and targets, analyse results and review customer feedback and correspondence. These results are then published and distributed, as a report, throughout the business.

We recognise the environmental aspects and associated impacts of the business and wish to lessen these in every practical way. We actively measure our Carbon Footprint and have been awarded the Carbon Smart Gold certificate for innovation and the reductions that we have made.

Our operations include the design, production and supply of digital and lithographically printed materials, fulfilment, distribution, and data management, which may contain sensitive data or information.

We are committed to the continual improvement of our performance in relation to our activities, products and services and shall demonstrate:

- Top quality products and services under secure conditions
- Protection of the Environment and Prevention of pollution wherever practicable
- Compliance with relevant legal obligations and other requirements to which we subscribe
- Setting and reviewing relevant quality objectives
- Setting and reviewing relevant environmental objectives and targets
- Setting and reviewing relevant security objectives and targets
- Promoting an ethical purchasing policy
- Minimising the consumption of raw materials and energy
- Minimising waste streams

- Reducing our Carbon Footprint

This policy is communicated to all staff, suppliers, customers, and other interested parties and is available to view on our website.



**Name:** Paul Manning

**Signed:**

**Position:** Managing Director

**Date:**