



THE WREN PRESS

The Wren Press (TM) Limited **Sustainability Policy 2018**

SUSTAINABILITY POLICY

The Wren Press applies its Sustainability Policy to all of its activities, products and services. Its staff are encouraged to follow the principles of this Policy and thus promote good sustainability practice. to help reduce the environmental impact of the Company's day-today activities.

PRINCIPLES

To integrate sustainability considerations into all the Company's business decisions

To minimize the impact on sustainability of all our Business Centres' functions and transportation activities.

To ensure that all members of staff are aware of The Wren Press's Sustainability Policy and to display commitment in both the implementation and enhancement of it.

PRACTICAL STEPS

To encourage staff members to walk, cycle and/or use public transport to attend meetings, centre visits and for the delivery of goods to clients, Push-bike couriers are to be preferred to motor cycles.

To avoid physically travelling to meetings where alternatives, such as teleconferencing or web cams, are available.

To encourage the use of public transport by both staff and public, by siting our Business Centres in accessible locations, close to public transport terminals.

To recycle, where possible, all paper and other office consumables. To encourage double sided printing to reduce the volume of paper used and to identify all other opportunities to reduce waste.

To store all waste safely prior to disposal in line with our 'Duty of Care' requirements and to use authorized recycling / disposal companies only. Toner cartridges are to be returned to suppliers where appropriate, for recycling where practicable

To reduce the energy consumption of all office equipment by ensuring no equipment is left switched on, unnecessarily, overnight or at weekends. To encourage the use of business partners who also display a commitment to promoting sustainability and to inspect a copy of their policy upon introduction.