

This is the Environmental Policy Statement of

AnchorPrint Group Limited
Victoria Street
System
Leicester
LE7 2LE

AnchorPrint are designers who print. Our business is digital and litho printing, with graphical and website design services for traditional and new media applications.

Our site is located on the outskirts of Leicester in the vicinity of industrial and domestic neighbours.

We are committed to continual improvement, the prevention of pollution and compliance with relevant environmental legislation.

We will systematically review and seek to minimise, where practicable, any adverse impacts caused by the introduction of new products, processes or activities.

It is our aim to:

- Minimise waste and use energy and resources efficiently.
- Reuse and recycle where practical.
- Use recycled paper and board, and use products from sustainable forests in the UK where possible.
- Encourage our customers to consider recycled paper for their printing needs.
- Raise awareness, encourage participation and educate our workforce in environmental issues and the environmental effects of their activities.

This Policy will be made available upon request to customers, suppliers, the local community, neighbours and other interested parties. It will be displayed internally on our notice boards.

This Policy will be reviewed annually to ensure it remains current and reflects our business practices.

Signed

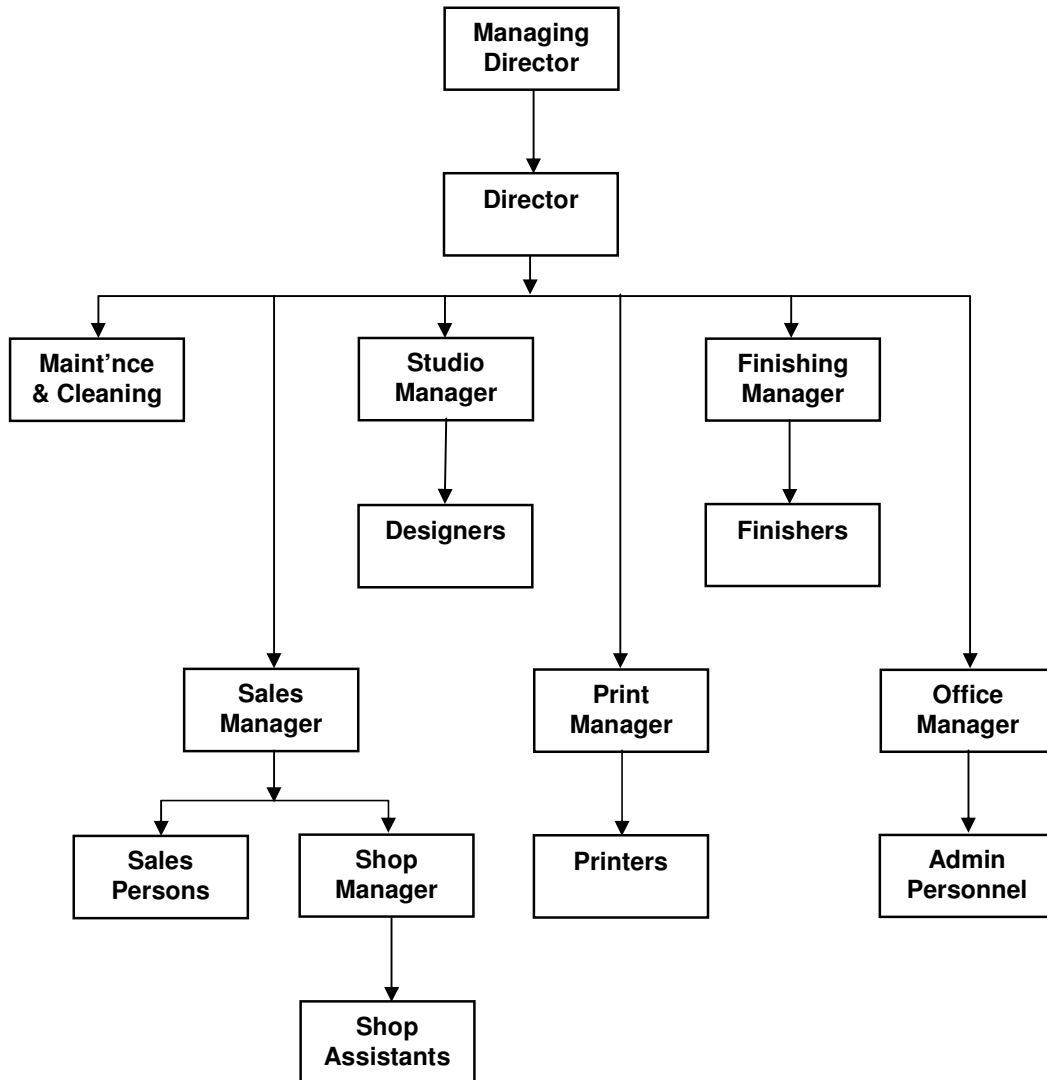
Richard Linnett – Managing Director

NUMBER	TITLE	ISSUE	DATE
Environmental Policy			
EP001	Environmental Policy Statement	1	1 Jul 2006
Information & Control Documents			
EP002	Issue Control Sheet	1	1 Jul 2006
EP003	Location of Documents	1	1 Jul 2006
EP004	Organisation Chart	1	1 Jul 2006
EP005	General Responsibilities	1	1 Jul 2006
EP006	Document Control	1	1 Jul 2006
EP007	Auditing	1	1 Jul 2006
EP008	Management Review	1	1 Jul 2006
EP009	List of Environmental Legislation`	1	1 Jul 2006
Environmental Aspects & Impacts			
EP020	Environmental Aspects & Impacts	1	1 Jul 2006
Environmental Management			
EP101	Heating Management	1	1 Jul 2006
EP102	Lighting Management	1	1 Jul 2006
EP103	Power Management	1	1 Jul 2006
EP104	Water Management	1	1 Jul 2006
EP105	Pre-Print Process Chemicals	1	1 Jul 2006
EP106	Pre-Print Process Plates	1	1 Jul 2006
EP107	Office Waste	1	1 Jul 2006
EP108	Printing & Copying Paper	1	1 Jul 2006
EP109	Ink	1	1 Jul 2006
EP110	Cleaning Rags	1	1 Jul 2006
EP111	Packaging	1	1 Jul 2006
EP112	Transport	1	1 Jul 2006
EP113	Waste Disposal Contractors	1	1 Jul 2006
EP114	Employee Awareness	1	1 Jul 2006
Environmental Objectives			
EP501	Future Objectives	1	1 Jul 2006



LOCATION OF ENVIRONMENTAL POLICY DOCUMENTS

- A full Environmental Manual will be held by the Managing Director.
- All employees will be informed of the Manual's location and have access to it at all times for reference purposes.
- A copy of the Environmental Policy Statement will be displayed in the workplace and will be provided to interested parties on request.



1 Purpose

To ensure that the Company Environmental Policy and associated working procedures are effectively implemented.

2 Definitions

2.1 'Manager' means a person with responsibility for others in the organisation.

3 Responsibilities

3.1 The Managing Director is responsible for:

- Ensuring the Environmental Policy reflects the Company's commitment to its moral and legal obligations.
- Appraising the other Directors of environmental matters to ensure that sufficient resources are made available for implementing the Policy.
- Ensuring that objectives and targets on the Company's environmental improvement plan are met within allocated time scales.

3.2 The Directors are responsible for:

- Ensuring that the Environmental Policy is effectively implemented throughout the Company and that resources are allocated for putting it into effect.
- Ensuring that the Environmental Policy is kept up to date and reflects the requirements of current legislation and working practice.
- Ensuring that arrangements are in place for competent persons to carry out specialist environmental work where required.

3.3 Managers are responsible for:

- Leading and promoting sound environmental performance.
- Ensuring that the requirements of the Environmental Policy are integrated within working practices.
- Ensuring that all managers and employees within their authority are suitably trained in the knowledge and capability required to effectively operate the Environmental Policy.
- Carrying out their responsibilities as given within the Environmental Policy.

3.4 Employees are responsible for:

- Working in accordance with the Company's Environmental Policy.
- Co-operating with the Company to achieve compliance with legal requirements.

1 Purpose

To ensure that the Company Environmental Policy and associated documents are controlled with respect to issue status and circulation.

2 Responsibilities

2.1 The Managing Director is responsible for:

2.1.1 Controlling the issue of the documents within the Environmental Manual and ensuring these are current.

2.1.2 Notifying the appropriate persons of changes in the documents which may affect working practices.

3 Issue of Environmental Manual Documents

3.1 The issue level of each document is indicated at the base of each page. The issue level will be increased each time the document is changed and reissued.

3.2 All employees will have access to the Environmental Manual.

3.3 A copy of the Environmental Policy Statement is displayed in Reception.

1. Purpose

To assess the Company's performance against the Environmental Manual by the identification and formal recording of non-conformances.

2. Definitions

- 2.1 'Manager' means a person within the organisation with responsibility for others.
- 2.2 'Auditor' means a person who is trained and competent in internal auditing, and is in a position to conduct an audit impartially and objectively.

3. Responsibilities

- 3.1 The Managing Director is responsible for:
 - 3.1.1 Maintaining records of audits
 - 3.1.2 Monitoring the completion of corrective and preventive actions
- 3.2 The Auditor is responsible for:
 - 3.2.1 Conducting internal audits in accordance with their training
 - 3.2.2 Reporting the results of audits
- 3.3 Managers are responsible for:
 - 3.3.1 Preparing for audits
 - 3.3.2 Supporting audits
 - 3.3.3 Agreeing and completing corrective and preventive actions
 - 3.3.4 Monitoring the effectiveness of the corrective and preventive actions

4. Scheduling of internal audits

- 4.1 The Auditor will prepare a schedule of areas to be audited.
- 4.2 A unique audit reference number will be allocated to each audit.

5. Preparing for internal audits

- 5.1 The Auditor will obtain copies of the Environmental Manual and any other documentation that may be applicable.
- 5.2 The Auditor will produce a checklist for use during the audit.
- 5.3 The Auditor will arrange an initial meeting with the Manager to explain the purpose of the audit and seek clarification of any initial questions.

6. Conducting internal audits

- 6.1 The audit will be carried out to the previously prepared checklist with the Manager in attendance.

6.2 The Auditor will collect objective evidence.

6.3 The Auditor will assess conformance to:

6.3.1 Policy

6.3.2 Working procedures

6.3.3 Any other relevant documentation.

7. Following up internal audits

7.1 The Auditor will record any non-conformances.

7.2 The Auditor will discuss the non-conformances found with the Manager. Corrective and preventive actions and time scales will be agreed and recorded.

7.3 The Auditor will compile a report on the non-conformances together with a summary sheet, and will circulate this report to relevant persons within the organisation.

7.4 By agreement between the Auditor and the Manager, the Auditor will re-audit specific non-conformances when rectification action has been taken, and if satisfied both the Auditor and the Manager will sign off the Non-Conformance Report form.

8. Reviewing audits

8.1 The results of audits will be reviewed by the Auditor and the Directors.

8.2 A summary report will be presented at the Management Review meeting where any actions not already arranged can be discussed and agreed.

9. Record keeping

9.1 Records of audits will be held by the Managing Director for a minimum of 3 years.

1. Purpose

To ensure the continuing suitability, adequacy and effectiveness of the Company's Environmental Policy and to maintain continual improvement in performance.

2. Responsibilities

2.1 The Managing Director is responsible for:

2.1.1 Carrying out a management review with the appropriate persons.

3. Management Review

3.1 The Managing Director will conduct a Management Review of the Environmental Manual at least once a year.

3.2 The Review will include:

3.2.1 The results of internal audits and reports, actions taken and required.

3.2.2 The extent to which objectives and targets have been met.

3.2.3 The continuing suitability of the Environmental Policy in relation to changing conditions and information.

3.2.4 Concerns among relevant interested parties.

3.2.5 Identification of resources and personnel required to support and maintain the system.

3.3 Observations, conclusions and recommendations will be formally documented for necessary action.

1. Purpose

To identify the environmental legislation which applies to the activities of the Company.

2. List of Environmental Legislation

Control of Pollution (Amendment) Act 1989
Environment Act 1995
Environmental Protection Act 1990
Controlled Waste Regulations 1992
Controlled Waste (Amendment) Regulations 1993
Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991
Controlled Waste (Registration of Carriers and Seizure of Vehicles) (Amendment) Regulations 1998
Environmental Protection (Duty of Care) Regulations 1991
Environmental Protection (Duty of Care) (England) (Amendment) Regulations 2003
Hazardous Waste (England & Wales) Regulations 2005
List of Waste (England) Regulations 2005
List of Waste (England) (Amendment) Regulations 2005
Packaging (Essential Requirements) Regulations 2003
Packaging (Essential Requirements) (Amendment) Regulations 2004
Packaging (Essential Requirements) (Amendment) Regulations 2006
Pollution Prevention & Control Act 1999
Pollution Prevention & Control (England & Wales) Regulations 2006 as amended
Waste Management Licensing Regulations 1994 as amended
Waste Management (England & Wales) Regulations 2006

1. Purpose

To identify the environmental aspects and impacts of the Company's activities, processes and products.

2. Responsibilities

2.1 The Managing Director is responsible for:

- 2.1.1 Identifying activities, processes and products which have an impact on the environment.
- 2.1.2 Putting in place procedures to ensure that environmental legislation is complied with.
- 2.1.3 Putting in place procedures for reusing or recycling waste where cost effective.

3. List of Aspects & Impacts

Ref	Aspect	Impact			Associated Document
		Waste	Energy	Resource	
1	Heating		✓		EP101
2	Lighting		✓		EP102
3	Power		✓		EP103
4	Water			✓	EP104
5	Pre-print process chemicals	✓			EP105
6	Pre-print plates	✓			EP106
7	Office paper	✓			EP107
8	Printing & copying paper			✓	EP108
9	Ink	✓			EP109
10	Cleaning rags	✓			EP110
11	Packaging	✓		✓	EP111
12	Transport			✓	EP112

1. Purpose

To describe the Company's policy on energy conservation through the management of heating systems and their use.

2. Physical Improvements

False ceilings have been installed in the office areas to reduce heat loss into roof voids.

Strip curtains have been installed between workshop departments to reduce heat loss through draughts and open doors.

Windows are double glazed.

The heating system is controlled by thermostatic valves.

Furniture and equipment is arranged so that it does not obstruct radiators.

Blinds are closed at dusk to reduce heat loss through windows.

The air conditioning system (necessary in the Design Office to remove the heat produced by the computer equipment) is controlled thermostatically.

3. Ongoing Management

Heating equipment is maintained regularly to ensure its continued efficient operation.

Employees are encouraged to turn down heating instead of opening windows and doors to cool the area.

1. Purpose

To describe the Company's policy on energy conservation through the management of lighting systems and their use.

2. Physical Improvements

Fluorescent lighting is installed throughout the premises.

Light switches are wired so that they independently control particular banks or areas of lights.

3. Ongoing Management

All lights are switched off at the end of the working day.

Lights are switched off when an area or room is not in use.

Light fittings and tubes are cleaned regularly.

1. Purpose

To describe the Company's policy on energy conservation through the management of powered equipment and its use.

2. Physical Improvements

Where practical, low energy equipment, or equipment with energy-saving features is purchased.

3. Ongoing Management

Equipment is regularly serviced and maintained in efficient working order.

Equipment is switched off when not in use.

1. Purpose

To describe the Company's policy on resource conservation through the management of water and its use.

2. Physical Improvements

A washing up bowl is supplied in the kitchen sink to reduce water use.

Sinks have plugs to minimise water wastage whilst washing hands.

Urinals are set to flush at minimal intervals to conserve water.

The capacity of the toilet cisterns has been reduced to conserve water.

3. Ongoing Management

Taps are turned off fully when not in use.

Dripping taps and other leaks are reported repaired.

Equipment is maintained in efficient working order.

1. Purpose

To describe the Company's policy on waste reduction through recycling of pre-print process chemicals.

2. Physical Improvements

Used developer and fix chemicals from the pre-print process are collected in containers instead of being disposed of down the drain.

The collection containers are the same containers the original product was supplied in.

3. Ongoing Management

The used chemicals are collected by a company which cleans and filters the solutions so they can be re-used.

1. Purpose

To describe the Company's policy on waste reduction through recycling of plates from the pre-print process.

2. Physical Improvements

The used aluminium plates are collected and stored ready for recycling.

3. Ongoing Management

The used chemicals are collected by a company which recycles the plates to retrieve the aluminium.

1. Purpose

To describe the Company's policy on waste reduction from office activities.

2. Physical Improvements

Separate bins are provided for disposal of general waste and waste paper.

3. Ongoing Management

General waste is collected in normal bins and disposed of to landfill by means of a waste contractor.

Paper printed on one side only is used for notepads, messages, etc.

Paper waste is collected in separate bins and recycled by a specialist paper recycling contractor.

Packaging from office equipment and consumables is re-used to pack products for dispatch where possible, or recycled with the waste paper.

Junk mail and unwanted publications are cancelled.

Electronic communication is used where possible and e-mails are not printed out unless necessary.

1. Purpose

To describe the Company's policy on the use of recycled paper and card for printing.

2. Physical Improvements

Unless specified by a customer, paper is purchased from companies who supply recycled paper or paper from managed forests.

Unless specified by a customer, paper produced in Britain is used in order to limit the impact of transportation on the environment.

Separate bins are provided for disposal of general waste and waste paper.

3. Ongoing Management

Customers are encouraged to specify recycled paper where possible.

Paper used on one side only is used for notepads, drafting, etc.

Paper waste is collected in separate bins and recycled by a specialist paper recycling contractor.

1. Purpose

To describe the Company's policy on ink selection and use in order to reduce the use of resources and generation of waste.

2. Physical Improvements

Solvent-reduced and aqueous-based ink and wash products are selected where practical.

3. Ongoing Management

Inks are stocked in smaller containers where practical to reduce waste through non-use / life expiry.

Waste and unused ink is collected and disposed of through a specialist contractor.

Empty ink tins are collected and disposed of through a specialist contractor.

1. Purpose

To describe the Company's policy on waste reduction through reuse of consumables.

2. Physical Improvements

Special collection bins are provided for waste cleaning rags.

3. Ongoing Management

Waste cleaning rags are taken away for washing and returned for re-use.

1. Purpose

To describe the Company's policy on packaging to reduce resource use and waste.

2. Physical Improvements

Paper products are delivered on pallets with pallet wrap to secure it (rather than individually ream wrapped in paper).

New packaging is sourced with a recycled content where possible.

3. Ongoing Management

The use of plastic boxes for business cards is limited – one plastic box per customer and the remainder of the cards supplied in cardboard boxes.

Packaging from suppliers is re-used for dispatch of finished goods.

Waste pallets are re-used where possible or broken up and donated to a local person for making into garden furniture, planters, etc.

1. Purpose

To describe the Company's policy on transport in order to reduce the environmental impact of its use.

2. Physical Improvements

All Company vehicles operate on diesel fuel.

Emissions and fuel efficiency are taken in to account when replacement vehicles are selected.

3. Ongoing Management

Employees are requested to drive vehicles with fuel efficiency in mind.

Vehicles are regularly serviced to keep them in efficient working order.

Delivery routes are planned to minimise the distance travelled where possible.

1. Purpose

To ensure that the contractors the Company uses to dispose of or recycle its waste are suitably licensed.

2. Contractor Management

A copy of each contractor's certification will be obtained to ensure that they are licensed to carry the particular type of waste removed from site.

This license will be checked with the Environment Agency to ensure it is correct and valid.

1. Purpose

- To educate employees in the environmental impact of their activities;
- To ensure that environmental legislative requirements are complied with;
- To encourage employees to identify areas where the environmental impact of products and processes can be reduced.

2. Responsibilities

2.1 The Managing Director is responsible for:

- 2.1.1 Ensuring that environmental concerns and ideas are discussed at management and departmental level.
- 2.1.2 Ensuring that new employees receive instruction in the environmental good practices within the Company.
- 2.1.3 To consider suggestions put forward for reducing environmental impacts.
- 2.1.4 To carry out a cost-benefit analysis of these suggestions and implement improvements if practicable to do so.

2.2 Managers are responsible for:

- 2.2.1 Ensuring that employees within their control carry out their activities in accordance with the environmental policy and procedures in place.
- 2.2.2 Forwarding suggestions from employees at management meetings.

2.3 Employees are responsible for:

- 2.3.1 Working in accordance with the environmental good practices.
- 2.3.2 Identifying areas of improvement and forwarding suggestions to management or at departmental meetings.

1. Purpose

To describe the Company's future plans for improving environmental performance.

2. Future Objectives

To analyse gas, electricity and water usage per man hour in order to identify if and where further improvements can be made.

To select a more energy efficient combined heating and cooling system when the existing system requires replacement.

If it is decided to relocate the business, environmental considerations will be taken into account when selecting new premises.