

Datagraphic

**Environmental
Policy**

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5.2a Environmental Policy

Document Information

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Approved by:	Robert Hoon – Managing Director
Author:	Leigh Spacey – Procurement Manager
Owner:	Sarah Butler – General Manager

This policy is:

- Effective from the Version and Issue date above. It supersedes previous versions, which are withdrawn, and hard copies destroyed.
- Effective for Datagraphic Limited and Datagraphic Group Limited (Herein referred to as “Datagraphic”).
- Uncontrolled when printed. The 'master' document is held securely within our IT system. All documents, policies and procedures are controlled following the procedure for controls and documents and records.
- Subject to change by Datagraphic in line with changes in statutory law, case law and best practice.



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Introduction

At Datagraphic, we recognise our responsibilities to the environment. We are committed to minimising waste and pollution. We are dedicated to satisfying the requirements of ISO 14001 with the following commitments and objectives to:

- Minimise disturbance to the local environment and the quality of life of local communities
- Assess, in advance, if possible, the environmental effects of new processes and developments
- Provide necessary information to enable proper use, storage and disposal of company products to avoid environmental harm.
- Provide the necessary information to enable employees to operate processes properly and minimise effects on man and the environment.
- Develop, maintain, and continually improve a comprehensive environmental management system.
- Regularly review environmental performance at the management level.

This Environmental Policy is:

- Maintained as documented information
- Communicated within the organisation
- Available to interested parties

This environmental policy also defines our strategic direction for the environment within the scope of the environmental management system.

This policy provides a framework for establishing our environmental objectives. In addition, it sets the level of environmental responsibility and performance required of the organisation, against which subsequent actions can be judged.

This policy can also establish our organisation's principles of action, specific to the organisation and appropriate to our purpose and the context in which we operate. This includes the nature and scale of the environmental impacts that result from our activities, products and services.

This environmental policy includes our commitment to fulfilling compliance obligations and commitments related to protecting the environment, preventing pollution, and continual improvement.

When developing this policy, the following points were considered:



- Our vision, mission, core values and beliefs
- Guiding principles
- The needs and expectations of, and communication with, interested parties
- The internal and external issues that are relevant to the environmental management system, including specific local or regional conditions
- Coordination with other organisational policies (e.g. quality, occupational health and safety)
- The actual and potential effects of external environmental conditions on the organisation's activities, including events.

Establishing this policy rests with Datagraphic's senior management. This policy is maintained as documented information consistent with, included in or linked to other Datagraphic policy documents, such as those associated with quality, occupational health and safety and social responsibility.

Senior management is responsible for implementing the environmental policy and for providing input to the formulation and modification of the environmental policy.

The environmental policy is communicated to all persons under the organisation's control and made available to interested parties via our website.

Protection of the Environment

Datagraphic's commitment to protecting the environment is connected to our activities, products, services and location. This is achieved within the organisation through supply chain management, product use and/or disposal.

Practical measures to protect the environment include:

- Improved efficiency in the use of natural resources, such as water and fossil fuels, for example, through reducing the use or engaging in reuse or recycling of natural resources relative to production
- Climate change mitigation through policies to reduce our net contribution to climate change
- Improvement in air and water quality through avoidance, substitution or reduction
- Correct on-site chemical management, including staff training, proper storage, disposal and clean-up procedures.



Prevention of Pollution

Pollution prevention is incorporated throughout the product and service life cycles, including design and development, manufacturing, distribution, use and end of life. Such strategies help Datagraphic conserve resources, reduce waste and emissions, reduce cost, and produce more competitive products and services.

Source reduction is often the most effective practice because it avoids waste and emissions and simultaneously saves resources. However, pollution prevention through source reduction is not practical in some circumstances. Datagraphic uses a hierarchical approach to prevent pollution, giving preference to preventing pollution at its source.

The hierarchy is as follows:

- Source reduction or elimination (including environmentally conscious design and development, material substitution, process, product or technology changes, and conservation of energy and material resources)
- Reuse or recycling of materials within the process or facility
- Off-site reuse or recycling of materials
- Recovery and treatment (recovery from waste streams on or off-site, treatment of emissions, and releases of wastes on or off-site to reduce their environmental impacts)
- Control mechanisms, such as incineration or controlled disposal, were permissible (Datagraphic will use these methods only after considering other options).

Environmental Sustainability

This policy includes other commitments, such as minimising significant adverse environmental impacts of new developments using integrated environmental management processes and planning.

Where possible, renewable materials are sourced at all organisational levels, and waste materials from the processes are recycled. Suppliers and clients are encouraged to choose renewable and/or recyclable materials and minimise the need for a landfill.

Continuous work is carried out to develop and implement sustainable solutions to reduce emissions and our carbon footprint.

Datagraphic assures against including hazardous chemical substances in its products as defined by legal and/or specific client requirements.

This assurance is maintained by cooperation with suppliers and sub-contractors.



Environmental Management System

Scope of our environmental management system:

- Appropriate to the purpose and context of Datagraphic, including the nature, scale and environmental impacts of its activities, products and services
- A framework for setting environmental objectives
- A commitment to protecting the environment, including pollution prevention and other commitments to protect the environment. This covers the use of sustainable resources, climate change mitigation, adaptation and the protection of biodiversity and ecosystems
- A commitment to fulfil its compliance obligations
- A commitment to continually improving the environmental management system to enhance environmental performance.

Policy Review

This policy is reviewed regularly to ensure it remains current and effective. It is updated as needed to reflect organisational, legal or best practice changes.

Signed:



Robert Hoon
Managing Director
Date: 28/03/2024



Document History

Date	Version	Author	Description of change
09/06/2018	1.0	L Spacey	Publishing of new format policy.
05/05/2019	1.1	L Spacey	Document completely rewritten for ISO 14001 compliance.
10/08/2022	1.2	L Spacey	Update to the Protection of Environment section with information on chemical handling.
03/10/2022	1.3	L Spacey	Small grammatical corrections.
28/03/2024	1.4	S Beech	The policy was moved to a new template design, and R Hoon reviewed and approved the content.



Questions

If you have questions about the contents of this policy, please contact:

Sarah Butler
General Manager

T: +44 (0)1788 535383

E: sbutler@datagraphic.co.uk

Datagraphic

Registered companies:

Datagraphic Group Limited (Reg No: 01215380) and Datagraphic Limited (Reg No: 02913191).

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