

Environmental Policy Manual



Johnston Mailing

4.2.1 Environmental Policy & Objectives Statement

The management team of Donation Envelopes & Johnston Mailing and Donation Envelopes Ltd. is fully committed to the principles of the ISO 14001 Environmental Management System (EMS), as defined in the company's Environmental Policy Manual and supporting procedures/documentation.

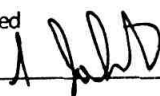

The company shall use the Environmental Management System documentation as the foundation on which to build employees education and knowledge via training and awareness programmes aimed at the identification and understanding of the environmental impact of their activities. The company will endeavor to promote its environmental policy to suppliers, contractors, clients and other interested parties via website information and other forms of applicable communication media.

All relevant legal and contractual requirements related to environmental impact shall be identified, complied with and included within the EMS.

A number of Key Performance Indicators (KPI's) shall be identified, reviewed and results communicated in order to demonstrate continual improvement initiatives regarding environmental impact. This policy statement and objectives shall be regularly reviewed for suitability and updated by the management team, as and when considered necessary.

Primary environmental targets and objectives, as appropriate to the nature of our business, are as follows.

- To attain and maintain ISO 14001 certification
- To reduce the consumption of office waste
- Increase the usage of recycled products and materials
- Avoid excessive energy consumption
- Prevent any form of environmental pollution within the control of our business operations

Signed  

Scott Johnston,

Lindsay Johnston

Date: 05/02/2013

Director s

Distribution: All employees /company website/interested parties

