

Saville Audio Visual Environmental Policy



The Saville Group Limited T/A
Saville Audio Visual
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saville
AUDIO VISUAL
www.saville-av.com

Integrated Management System
- Environmental Policy Statement

Environmental Policy Statement

The Saville Group Limited trades as Saville Audio Visual. Saville Audio Visual is engaged in the sale, installation, service, maintenance, and hire of audio visual and video conferencing equipment. Saville Audio Visual operates through three main divisions, AV Systems, Conference & Live Events, and Central Support. This policy is applicable to all divisions and all branches of Saville Audio Visual.

Saville Audio Visual is committed to reducing any negative impact it may have on the surroundings in which it operates. Ultimate responsibility for establishing, implementing and monitoring the policy lies with the Directors of Saville Audio Visual, who in particular must ensure the provision of adequate resources to facilitate a reduction in environmental impact facilitated through the following principles:

- Compliance with all applicable legal requirements and with other requirements to which Saville Audio Visual subscribes;
- Protection of the environment including waste management, energy management and the prevention of pollution;
- Setting and reviewing appropriate and realistic environmental objectives and targets;
- Continual improvement of environmental performance.

The following specific initiatives are used to reduce the environmental impact of our operations:

- Paper use arising from normal office activity – All staff are encouraged to use on-screen documents to minimise paper waste. Where practical, customer documents are emailed rather than printed;
- Office consumables – Use of consumables such as toner and ink is reduced by use of on-screen documents and by selection of efficient equipment. Used ink and toner cartridges are recycled;
- End of life electronic and electrical consumables – All single use batteries, projector lamps and fluorescent lamps are recycled when their use is exhausted;
- End of life electrical and electronic equipment – All waste electrical and electronic equipment that can no longer be used is recycled;

- Cardboard packaging – Incoming packaging material is re-used, as far as practical and possible, for outgoing deliveries. Unless specifically instructed otherwise, waste cardboard generated from our activities at clients' premises is taken from site for re-use or recycling. Unavoidable cardboard waste is recycled;
- Vehicle management – All company vehicles will be maintained per contract. Company vehicle fleet emissions are capped to reduce environmental impact and promote fuel efficiency;
- Business travel – Staff are encouraged to use available audio and video conferencing technologies to reduce the need to travel for business;
- Deliveries – Where possible, outgoing deliveries are consolidated to reduce journey numbers and transportation of partial loads. Use of regional operational sites reduces the need for long distance delivery trips.

This policy is communicated to all persons working for or on behalf of Saville Audio Visual and is freely available to the public via company web-site.

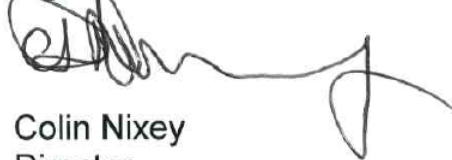
This policy will be monitored to ensure that the objectives are achieved. It will be reviewed annually and, if necessary, revised sooner in the light of legislative or organisational changes.

Signed:



Andy Dyson
Director

Signed:



Colin Nixey
Director

9th May 2017