

# Environmental Management System

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## Company Policy

Codex Solutions Limited offers its clients a range of packaging services to book publishers, printers, and many other business sectors. Services include the specialist packaging of books, CD's, DVD's and other products, storage, fulfilment and distribution services plus a range of handwork, book repair and contract packaging services. Our strength is in our ability to be a one-stop shop solution for all our clients packing, fulfilment and distribution requirements.

The scope of our Environmental Management System (EMS) includes environmental aspects in the following key areas:

- Provider of specialist packaging services
- Book repair and Handwork services
- Storage
- Fulfilment
- Distribution

Environmental impacts across these areas of activity will include; the use of resource materials, chemicals and solutions (i.e. plastics, paper, cardboard, cleaning solvents, adhesives), the use of energy & natural resources (i.e. electricity, gas, oil, water) which cause pollution from carbon emissions (i.e. petroleum/diesel, gas) during the transportation of goods to our site by suppliers and in making deliveries to our clients outlets, and in the demand for heating and lighting the workplace, especially during winter months.

To sufficiently control all environmental impacts under the scope of our EMS, senior management will ensure that all our activities affecting any associated environmental aspects are fully compliant with current national and international environmental legislation.

Achievable and realistic targets will be set by senior management in support of energy reduction, our aim of increasing the use of recycled materials in all operating processes, less waste sent to landfill sites through the reuse of packaging materials when practicable, and by working with our suppliers in reducing carbon emissions that pollute our environment.

Objectives will be measured to determine the level of achievement and to continually improve performance. Internal audits will test the effectiveness of our environmental controls and regular management reviews will evaluate the effectiveness of the company's environmental performance, determine future policy and set new goals with a view to continual improvement in order to drive the process forward.

This policy and procedures document has been approved and authorised by:

Julian Rolfe – Director

Signed:.....

Issue date:.....