



# Environmental Policy

Lyreco is a supplier of general office products, business machines and furniture to a diverse customer base across the UK and Ireland. We have two National Distribution Centres, one in Telford, Shropshire and the other in Dublin, Ireland. We ship goods daily to our Regional Distribution Centres across the UK and Ireland. We operate a large sales force and distribution network, plus a Head Office in Telford. The scope of our environmental management system covers:

**“The sale and distribution of stationery, consumables, office machinery and furniture”**

The volume environmental impacts of our business are use of resources such as packaging, consumption of fuel for our fleet of vehicles, consumption of energy at our sites and the creation of wastes. Our aim is to manage and reduce the potentially harmful effects of these and other identified environmental impacts through setting of objectives and targets, which will be supported by improvement programmes and reviewed regularly, at minimum annually.

Our policy commits us to carrying out our core business in as sustainable manner as practicable, taking cost into account, in line with our Corporate Responsibility Strategy.

This includes a commitment to:

- Prevention of pollution
- Continual improvement
- Compliance with legislation

Lyreco seeks to ensure clear communication throughout our organisation and as such we will communicate our policy through appropriate channels to employees and individuals working on behalf of Lyreco. To ensure achievement of our objectives, we will help employees implement the policy in their day-to-day work, through communication of the objectives, targets and improvement programmes along with related activities which help to raise environmental awareness.

Lyreco will work on behalf of customers with suppliers to ensure a range of products are available each year that carry environmental credentials. In order to push our supplier base to continually improve, we will include sustainability in our purchasing and tendering decisions.

Adherence to this policy is the responsibility of the Senior Management Team of Lyreco. The policy is reviewed annually for appropriateness and approved by the Managing Director.

David Walmsley, Managing Director



# Environmental Targets and Objectives 2011



Lyréco

Together for a sustainable future

**Zero Waste      Low Carbon**



## The volume environmental impacts of our business are:

- Use of resources such as packaging
- Consumption of fuel for our fleet of vehicles
- Consumption of energy at our sites
- Creation of wastes

Our aim is to manage and reduce the potentially harmful effects of these and other identified environmental impacts through setting of objectives and targets, which will be supported by improvement programmes and reviewed regularly.

## Our objectives and targets for 2011 and beyond are as follows:

- To reduce packaging sent to customers in the UK and Ireland by December 2011, through introduction of new packaging products in the NDCs
- To reduce our carbon footprint by 250 tonnes in the year
  - Through driver awareness and introduction of lower emission vehicles
  - Through investment in new gas boilers and energy efficient lighting
- To reduce waste to landfill to zero on our Telford and Dublin sites by December 2012

Our environmental improvement programmes for 2011 are established to support these objectives and targets.



# Environmental Improvement Programmes 2011



Improvement Programme	Improvement Programme Number	Target	Which department
Reduce water consumption - Telford	EF68	Implement changes to urinals (water management systems) January - December 2010 and ongoing through 2011.	QSE / Building Services
Reduce the amount of packaging that we send to customers - Dublin	EF69	Trial an alternative packaging to the jiffy bags in Dublin during 2011 and if viable to introduce on a long term basis.	Dublin Warehouse & CI & Methods Telford
Reduce the amount of packaging that we send to customers - Telford	EF70	Marketing to implement a long term improvement programme (3 year) to reduce packaging (around product) from suppliers. 2010 - 2013	Marketing
Reduce the amount of waste that we send to landfill to zero - Telford	EF72	To investigate options for recycling strapping from the NDC by end of 2010. To continue to follow up the programme through the waste tender and recycling options through 2011 & 2012.	NDC/Office/QSE
Reduce transit packaging from suppliers - Telford	EF75	To investigate recycling options for the takeback of pallet tops and implment asap.	NDC
Reduce transit packaging from suppliers - Telford	EF76	Over packaging of products (transit packaging from suppliers) to be challenged. 3 Year programme.	Marketing
Reduce energy (electricity) consumption - Regional Distribution Centres	EF77	"Switch off" programme for RDC lights. 5% reduction of electricity per head between Jan 2010 and Jan 2012	Logistics
Reduce fuel consumption and CO2 from sales fleet UK & Ireland	EF81	Provide baseline data confirming CO2 per KM per vehicle for Jan 2010, July 2010 and Jan 2011 across WISE; quarterly thereafter. Upgrade fleet vehicles listing to reduce CO2 emissions. Investigate Greener Driving training and options for increased efficiency. Investigate with fleet providers the options on providing mileage per vehicle per annum for full CO2 footprint.	Fleet Manager
Reduce heat loss - Dublin	EF84	Investigate closing the door / costing for curtains by the end of 2010	Dublin Warehouse & Building Services
Reduce Energy consumption at Telford NDC & HO (Gas)	EF92	Investigate insallation of new energy efficient boilers at Telford to replace out of date versions before year end	Building Services/QSE
Reduce Energy consumption at Telford NDC & HO (Elec)	EF93	Investigate investment project into energy efficient lighting installation in Telford NDC by year end.	Building Services/QSE
Reduce the amount of waste we send to lanfill to zero - Dublin	EF94	Establish a team to measure waste, ensure segregation and reduce waste to landfill zeroed by Dec 2012.	NDC/Office/QSE