

## ITDS Group of Companies Environmental Policy

The Environmental Policy of The ITDS Group of Companies ('Company') (see Appendix 1 for details) is to ensure so far as it is reasonably practicable that its operations will be carried out with a commitment to protecting and enhancing the environment.

As an office we know that we generate wastepaper products. However, as we strive for excellence in every aspect of our business, we are committed to minimising the environmental impacts of the business operation.

**1. Our stated aims are to:**

- 1.1 Aim to continuously improve our environmental performance particularly with regards to our recycling and re-use of paper.
- 1.2 Where possible we will use recycled or ecologically friendly paper.
- 1.3 We will use 'waste' paper for notepads unless confidentiality may be compromised.
- 1.4 Reduce our consumption of resources and improve the efficiency of those resources by printing double sided where practicable
- 1.5 Manage waste generated from my business operations according to the principles of reduction, re-use and recycling
- 1.6 Recycle all paper products, ink or toner cartridges.
- 1.7 Comply as a minimum with all relevant environmental legislation as well as other environmental requirements.

This Environmental Policy Statement will be regularly reviewed and updated as necessary. The management team endorses these policy statements and is fully committed to their implementation.

## Appendix 1

The ITDS Group of Companies comprises

Name	Country of Registration	Company Number	Registered Office
ITDS Group Holdings Ltd	UK	10062061	The Old Casino, 28 Fourth Avenue, Hove, East Sussex, England, BN3 2PJ
IT Document Solutions Ltd	UK	08939264	The Old Casino, 28 Fourth Avenue, Hove, East Sussex, England, BN3 2PJ
ITDS Managed Services Ltd	UK	12887375	The Old Casino, 28 Fourth Avenue, Hove, East Sussex, England, BN3 2PJ
ITDS Mailroom Solutions Ltd	UK	10549547	The Old Casino, 28 Fourth Avenue, Hove, East Sussex, England, BN3 2PJ
ITDS Ultimate Space Ltd	UK	11522645	The Old Casino, 28 Fourth Avenue, Hove, East Sussex, England, BN3 2PJ