

ENVIRONMENTAL POLICY Sept 2008-Sept 2009

INTRODUCTION & AIM Fenton Ward Design Ltd (FWD)

This Policy covers the office environment with respect to use of electricity and fuel within the design processes, recycling of waste and the location.

It links to our suppliers and their environmental considerations.

THE OVERALL AIM OF THE POLICY Responsibility

Mark Ward is responsible for:
integrating environmental considerations into the business;
maintaining the environmental policy.

RESOURCES

FWD will make resources available to implement the policy (eg time);
Provide training to staff and stakeholders;
Ensure that suppliers' Environmental Policies are upheld

OBJECTIVES

FWD s environmental objectives are:

Complying with any relevant regulations;
Reducing material and energy consumption by where possible, proofing online reducing paper and print waste;
an effective recycling programme;
reducing waste generation;
minimising the impact of activities on neighbours.

TARGETS

20% percentage reduction in paper waste through trading and proofing online and recycling;
20% percentage reduction in energy consumption from a known baseline.

MONITORING & AUDITING

The systems we'll use to monitor progress will be:
Bi-annual reviews and assessments;
Continual data collection;
A publication of annual summaries of progress against policy objectives.

COMMUNICATION

To obtain a copy of this Policy, call (01246) 455648.
All employees will be supplied with a copy.
The Policy will be available on our website - www.fentonward.com
Person to contact with any queries:
Mark Ward, Managing Director



Mark Ward
Managing Director



FENTON
WARD
DESIGN
LIMITED

3 Camerory Way
New Whittington
Chesterfield
Derbyshire S43 2QF

t • [01246] 455648

f • [01246] 455648

m • 07980 381698

e • info@fentonward.com

web • www.fentonward.com

Registered in England No 4466700

VAT Reg No 646 7952 89

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