

## Environmental Policy

### Mission Statement

CY SHEET METAL recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same.

### Policy Aims

We endeavour to:

- Comply with all relevant regulatory requirements.
- Continually strive to improve on environmental performance.
- Improve and reduce environmental impacts where possible.
- Incorporate environmental factors into business decisions.
- Increase employee awareness.

### Paper

- We will minimise the use of paper in the office.
- We will reduce packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.

## **Energy and Water**

We will seek to reduce the amount of energy used as much as possible.  
Lights and electrical equipment will be switched off when not in use.  
Heating will be adjusted with energy consumption in mind.  
The energy consumption and efficiency of new products will be taken into account when purchasing.

## **Office Supplies**

We will evaluate if renting is an option before purchasing equipment.  
We will evaluate the environmental impact of any new products we intend to purchase.  
We will seek to buy more environmentally friendly and efficient products.  
We will reuse and recycle everything we are able to.

## **Transportation**

We will reduce the need to travel, restricting to necessity trips only.  
We will promote the use of travel alternatives such as e-mail or video/phone conferencing.

## **Maintenance and Cleaning**

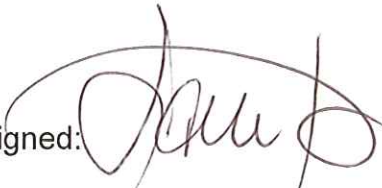
We will comply with the relevant regulatory requirements.  
We will strive to continually improve environmental performance.  
We will incorporate environmental factors into business decisions.  
We will increase employee awareness.

## **Monitoring and Improvement**

Cleaning materials will be as environmentally friendly as possible.  
Materials used in office refurbishment will be as environmentally friendly as possible.  
We only use licensed and appropriate organisations to dispose of waste.

**Culture**

We will involve staff in the implementation of this policy, for greater commitment and improved performance.  
We will update this policy at least annually in consultation with staff and other stakeholders where necessary.  
We will work with customers and suppliers, to improve their and our enviromental preformance.  
We will use local labour and materials where available to reduce C02 and help the community.

Signed:   
M. Sampson

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Position : Group Quality Manager  
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Date : 21<sup>st</sup> January 2011  
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