

# Environmental Policy

The Newspaper and Magazine industry has been recycling its waste products for over 100 years. Willis News recycles 97% of its waste products using a registered environmentally friendly paper recycler – where the waste is recycled into fresh newsprint to be reused.

## Reduce, re-use and recycle waste

- use the recycling bins for the materials listed on the bin;
- put recycling bins near to photocopiers and printers or other areas where a lot of waste is generated;
- use mugs and metal spoons instead of disposable plastic ones;
- re-use office stationery like paper clips, plastic wallets, folders etc. When ordering stationery make sure that it is re-usable, refillable and recyclable.
- do not throw away your old laser and inkjet printer toner cartridges or fax toner cartridges. Arrangements have been put in place for these to be recycled.
- cancel unwanted internal and external reports and publications;
- switch off the user front sheet facility on all computers;
- Where possible, avoid printing off emails;
- Ensure that customers are aware that we are able to collect used/unwanted newspapers and magazines from their offices to be recycled.

## Buying recycled....

Buying recycled products is important as it creates a market for materials which have been recycled. The more recycled products we buy, the most cost effective it becomes to recycle all sorts of materials.

## Save paper....

- Try to reduce the amount of stationery you order – set monthly targets (you can use environmental key performance indicators) whereby the amount ordered is cut down e.g. by 5% every month.
- When printing off work or photocopying, print on both sides of the paper (If your printers/copiers are not capable of the above, when buying new ones make sure that they can do this).
- Use e-mail and the Intranet when passing on information, documents and long pieces of work instead of printing off hard copies to distribute.
- Try to limit anything that is printed (i.e. just print off the required pages).

- File and archive documents electronically instead of on paper wherever possible.
- Use notice-boards for information rather than sending out multiple copies or circulars.
- Re-use internal envelopes instead of using new envelopes each time you want to send out something internally.

## **Transportation**

We are in the process of switching all vehicles to Dual Fuel LPG and will shortly have on trial an electronic van.

Issue date : September 2008