

September Marketing is dedicated to providing a quality service, encompassing **graphic design, branding, marketing and web communications**.

The company recognises that **Sustainability and Environmental Matters** are a central business concern and has adapted the following policy.

#### OBJECTIVES

- to be aware of the nature, scale and impact of environmental issues in our work and in the provision of our services
- to comply with all legal requirements, existing and future, regarding policies for the environment and sustainability
- to constantly review our work, materials used and services provided to continually develop our commitment to environmental and sustainability matters
- to identify and seek to reduce significant environmental impacts which arise from our processes and operations
- to follow our procedures in establishing and reviewing our environmental objectives and targets
- to ensure awareness and involvement through appropriate training in effective Environmental Management.

#### RESPONSIBILITIES OF ALL EMPLOYEES

- all employees will use recycled, recyclable, reclaimed or renewable materials whenever available
- all employees will ensure that office waste is handled, stored and dispensed of in line with company and local authority requirements
- all employees will ensure that wherever possible, suppliers comply with our company standards on the environment and sustainability
- the company will, whenever possible, choose suppliers who also operate a clear policy on recyclable and renewable materials
- the company will, whenever possible, use locally based suppliers
- all employees will, whenever possible, reduce the environmental impact of necessary travel arrangements
- all employees will avoid the use of pollutant materials
- all employees will investigate options for improved environmental efficiency
- all employees will strive to improve the environmental achievements of the company
- all employees will strive to reduce the amount of waste produced by the company.

#### SUPERVISOR

Richard Fowler

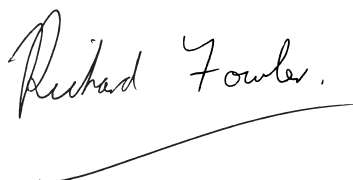
#### REVIEW

The policy will be reviewed annually and in the light of any new legislation or any internal initiatives or matters arising.

#### SUPERVISOR

Richard Fowler

Signed



NAME

Richard Fowler

COMPANY

September Marketing,  
Design and Advertising Ltd

DATE

16/08/08

REVIEW DATE

16/08/09