



Jackson Office Products Environmental Policy 2011

For over 65 years Jacksons Office Products have been supplying over 25,000 stationery, furniture and all other Office related products, to our clients on a local and nationwide basis.

Since 2008 we have been working with the award winning Carbon Smart, a certified organisation, to monitor the impact our business has on the environment.

In 2008 our carbon footprint was measured at 32.06 tonnes. By following a clear practical and sustainable plan we are happy to say our 2011 carbon footprint has been assessed at 25.3 tonnes, we will reduce this figure again throughout the next year.

Our So Go Eco programme has identified three key areas to help us reduce this figure by a further 3%, over this year. The target we have set ourselves, by March 2012, is a total saving of 25 %, from our original 2008 carbon footprint total, using the actions set below.

We will:

- Offer our So Go Eco programme out to the local business community.
- Communicate to all staff and customers our new carbon footprint.
- Reduce our waste to landfill to one bag every three weeks.
- Reduce our fleet emissions, and other identified scope areas, further by implementing a new green travel, power and communication policy.
- Continue to action a change in all our employees way of thinking to a "last out, lights out" mentality and, change all equipment over 5 years old to more efficient energy star products. To be completed by the end of 2012.
- Update our training programme to raise staff awareness of our 2011 carbon footprint and to implement our new green policy on travel, power and communication.
- Make all staff, customers and suppliers aware of our environmental impact, whilst enlisting their support in improving our company's environmental performance.

We will maintain, update and review this policy on an annual basis.

Signature:

Name: Steve Beard
Position: Managing Director
Date: 21st March 2011

