



0044/1793/421300

ODS BUSINESS SERVICES

ODS Business Services UK Environmental Policy

As one of the largest and most successful integrated New Media Business Services players in Europe delivering innovative solutions to leading organisations across Europe, ODS Business Services' reputation on environmental issues, the use of recycled material and recycling processing materials is unrivalled.

While we deliver solutions that provide measurable benefits for our clients, our very size places upon us a broader responsibility towards the communities within which we conduct our business and the wider environment. Wherever practical we source products from sustainable sources and ensure recycled products are used whenever possible. Whilst each product specification differs, ODS Business Services attempts to ensure the use of virgin raw materials and/or recycled material - and recommendations are made accordingly to our customers needs.

Throughout The ODS Group we have changed the way we work to improve our environmental performance. We are proud of our environmental record and are finalising our ISO 14001 application. Our environmental policy is one of the main factors that governs the way we work and the way we expect our suppliers and strategic partners to work.

Understanding The Environment

As a major player in local communities as well as the business community, we have a heavy responsibility towards the environment. We regard it as critically important that we continuously improve all aspects of our environmental performance.

We ensure that while satisfying the requirements of our clients, our goods, services and internal housekeeping more than complies with environmental legislation and best practice.

We continually monitor our environmental performance and are constantly looking for ways to improve and increase our green practices. We keep up to date with all of the latest environmental issues and are a member of the sustainable office forum.

We have a Free recycling service, which is extended beyond our clients and it is open to anybody willing to deliver spindled discs into us.

Working for The Environment

Planning and talking about making a difference to the environment is one thing, actually delivering upon it while conducting our normal day to day business is more challenging. Throughout The ODS Group we have changed the way we work to improve our environmental performance.

Environmental review projects have been conducted and are being conducted across every area of our business, including: energy management; water management; the use of ozone-depleting chemicals; the office environment; purchasing; recycling; and transport.

Practical and immediate demonstrations of the results of these reviews include:

> Recommending, promoting and using recycled or recyclable materials, wherever possible.



Reliability | Capacity | Service | Transparency

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- > Sourcing other materials and paper from renewable resources.
- > Delivering non-urgent printed material at off-peak traffic times to avoid traffic congestion and reduce fuel usage.
- > Maintaining our delivery vehicles to maximise fuel efficiency and minimize exhaust emissions.
- > Using cycle couriers for deliveries when timeframes allow.
- > Monitoring and reducing packaging waste and energy Consumption.
- > Minimising Energy usage across offices by using smart software and motion lights.
- > More can be done and we are looking forward to doing it.

A Key Objective

Meeting environmental standards has not just changed the way we work across the ODS Group, but the very way we plan that work. Our fully documented environmental plan commits us to continually improving our environmental performance.

Leading the way in ensuring we meet these aims is a Business Process Management Team which, while ensuring we maintain ISO 9001 accreditation, is also responsible for the development of our environmental policy and implementation of our best practice 7-step plan.

Bringing Suppliers On Board

The environmental commitment of the ODS Group is not confined to an internal level but is used during our Supplier Performance Reviews to assess and help them deliver in key environmental areas. These include waste management, energy management, the materials used in production, water course emissions and atmospheric emissions.

Continuous Improvement

We are extremely proud of our reputation for sound environmental management and have worked hard to prepare our application for ISO 14001 accreditation. However, the hard work does not stop there. We are continuously looking for ways to improve our environmental performance and conduct independent reviews on a regular basis.

We have spent 2 years developing the **ECODISC** a DVD type disc that uses half the energy and polycarbonate without any bonding materials, the most environmentally friendly optical disc in the world.

Our effective environmental policy has changed the way our people work. It has filtered through every stage of our business process and improved our performance across the whole company. It has created long term change by constant monitoring of environmental trigger-points.



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We have demonstrated that in both the short and long term, the resolution of environmental concerns is not a problem, but an opportunity. The result has been worth the effort. We believe that the environmental policy of ODS Business Services has improved our business environment.



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