



MAKING STANDARD EXTRA SPECIAL

Environmental Policy

The Directors of Silverline Office Equipment Ltd recognise their responsibility to the environment and publish this policy to show their commitment to its protection both locally and globally.

It is the policy of Silverline Office Equipment Ltd to provide its customers with high quality products manufactured to specific standards of quality and performance as laid down in our Quality Management System Accredited to ISO 9001. We are manufacturers of metal office furniture and we will complete our company objectives in an environmentally responsible manner.

We have recognised that through our operations and the activities of our suppliers that we inevitably impact on the environment. Through regular environmental reviews and audits we have highlighted the use of raw materials, energy use and the production and disposal of waste, as the main aspects of our activities. We will routinely assess these significant aspects and set targets to ensure continual improvement of our environmental performance using 'ISO 14001: Environmental Management Systems 2004' as a framework. We will review our performance in meeting these targets on a regular basis.

The company will ensure that proper managerial, technical and administrative controls will operate in order to enable this policy to be maintained. We will seek to incorporate the use of processes, practices, materials or product that are compatible with our commitment to the prevention of pollution.

Silverline Office Equipment Ltd will comply with all relevant current environmental legislation, regulations and any other requirements of industry best practice. Through the Environmental Management System we will assess new requirements and where appropriate achieve compliance.

It is the policy of the company to ensure that all personnel involved in the company's operations have appropriate training and that each individual concerned understands the environmental aspects, impacts and pollution control instructions of their job function.

It is the responsibility of all employees to support and apply those sections of the company Environmental Management System, which relate to their activities within the organisation.

The policy embraces relationships with our suppliers with whom we will promote improved environmental performance through communication of our policy and objectives. The policy will also be communicated to our customers and is available to the public when requested. Also as a company we are fully committed to sustainable development with the Furniture Industry Sustainability Programme.

Signed:

A handwritten signature in black ink, appearing to read "A. Cowley".

Adrian Cowley

Position: CEO

Date: 8th June 2009

Silverline Storage: Making Standard Extra Special

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