



Environmental and Sustainability Policy 2017

Rico Logistics recognise that businesses can have a negative impact on the environment. We are committed, to finding ways in which we can reduce the impact of our work both in our office and warehouse operations, also when work takes us away from the office. We are fortunate in our business that we aren't required to purchase great quantities of materials and that we don't produce much waste, much of which we can recycle. It is our policy to:

- Comply with all relevant environmental legislation, regulations and requirements
- Recycle all waste material possible
- Reduce the amount of waste material produced
- Avoid the use of paper wherever possible. For example, sending quote documents as PDF files
- Avoid the use of postal services, saving on transportation and on paper (envelopes). For example, emailing invoices and statements of account
- Under the WEEE Directives correctly dispose of equipment that is no longer of use to the company. We have in place a Waste Certificate and dispose of our clients redundant computer machinery and parts
- Aim to reduce our gas heating usage
- Keep energy usage low. For example, making use of low energy light bulbs throughout and using schedules to ensure computers are shut down after work
- Reuse waste paper (from the printer) where possible, making use of the blank side for notes etc
- Always to make use of recycling schemes by the printer manufacturers (to recycle toner cartridges and drums)
- Purchase products made with recycled paper. For example, laser paper, toilet paper
- Purchase products with a lower environmental impact. For example, Ecover washing up liquid and hand soap
- Use low impact transport for travel to and from work and travel for business. For example, we use public transport to attend meetings and offer a Cycle Scheme to encourage staff to cycle to work
- Make use of a car club where car travel is unavoidable. (This occurs once or twice a year)
- Avoid unnecessary travel by making use of instant messaging, video and audio conferencing, telephone and email

We aim to regularly review our Environmental Policy and seek to reduce our impact each and every year.

January 2017