



bd³ – Environmental Policy



As a growing digital printing company involved in generating print materials, we are committed to constantly reducing environmental impact. We recognise that the adoption of environmentally preferable business practices is an essential component for ensuring sustainable business growth – through saving resources and encouraging environmentally friendly companies to do business with us.

Our key objectives are to:

- Minimise waste and maximise reuse wherever possible.
- Ensure that environmental issues are core to developing business services.
- Ensure that our staff and any contractors are aware of our Environmental Policy and encourage their active participation.

Environmental Achievements to Date

- Source paper from suppliers using sustainable resources.
- Successful testing of recycled papers on digital presses.
- Re-use all test sheets generated in internal printing, either for proofing future jobs, or as notepaper for internal use.
- Re-use all internal document paper wherever possible for printing faxes and internal correspondence.
- Print on both sides of paper for documents wherever possible.
- Re-use packaging received for despatch of goods outwards.
- Recycle all waste and shredded waste paper.
- Return to paper supplier all pallets.
- Return all toner cartridges from presses to Xerox for recycling.
- Turn off all lights, printing presses, finishing equipment and computers overnight (that are not required for safety of equipment).
- Recycling all envelopes received as internal job bags and external packaging.
- Encourage use of public transport where possible – our website www.bd3ltd.com provides information on how best to visit us.
- For employees within range, cycling or walking is encouraged and space provided for safe storage of cycles.

Key Steps for Achievement – 2008

- Source recycled A4 copy paper for internal use.
- Continual education of staff in respect of our environmental policies and objectives.
- Review our policy on an annual basis.