**An example of an environmental policy for a small printing business**

**[Business name]**

**Environmental policy**

**Introduction and aim**

[Business name] is a family-run printing business, operating from a site in [name of town/city]. Our main products are letterhead notepaper, business cards and other associated products. We recognise that our operations result in emissions to air and water, and the generation of waste. It is our aim to comply with legislation and other requirements, continue to reduce the environmental impacts of our business and operate in an environmentally responsible manner. This policy describes how we will achieve our aim.

**Responsibility**

This environmental policy applies to all of our operations including management, office services, printing, delivery and procurement. [Name and title] is responsible for ensuring that the policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

**Resources**

We will ensure that resources are available to enable us to achieve our objectives and targets.

**Objectives**

During 2024 and 2025, we aim to:

* reduce solvent consumption and the emission of volatile organic compounds
* reduce the generation of general and hazardous (special) wastes
* inform all customers and suppliers of our commitment to reducing our environmental impact

**Targets**

To achieve our aims, we have set ourselves the following targets:

* inform all customers and suppliers about our environmental policy by January 2025 and, thereafter, all new customers and suppliers
* define good housekeeping for solvent and ink use, ensure all employees receive training in good housekeeping by May 2025 and incorporate this training into the induction programme for new starters
* introduce an ink management system to reduce the amount of waste ink being disposed of by March 2025
* evaluate the costs and benefits of converting one or more presses to a water-based ink system by October 2025
* work towards net zero operations by 2035

**Monitoring and auditing**

Progress against these objectives will be monitored through monthly management meetings.

**Communication**

This environmental policy is available on request. If you wish to obtain a copy or would like to discuss our progress against our objectives, please telephone [number]. This policy is also available on our website at [company website URL].

Signed ­\_\_\_\_\_\_\_\_\_\_\_\_

[Name and position]

[Date]