

# Environmental Policy

Ordtek believes that businesses are responsible for achieving good environmental practice and operating in a sustainable manner. The company is therefore committed to reducing our environmental impact business activities and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

It is a priority to encourage customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

Ordtek's policy is to:

- Wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice. With particular regard to The Environmental Act 1995.
- Minimise our waste and then reuse or recycle as much of it as possible. Reduction in unnecessary consumption through purchasing recycled products and packaging for its own use by sending used products and packaging to be recycled through reuse of packaging received.
- To take responsibility for ensuring that the goods we produce are recycled and assist in reducing waste. These may be through paper recycling, ink safe methods and/or delivery of these products.
- To promote health, safety and environmental awareness throughout the organisation. To maintain a safe and healthy working environment for its employees, with adequate facilities appropriate for the nature of the business activities.
- Minimise energy and water usage in our buildings, vehicles and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable.
- Operate and maintain company vehicles (where appropriate) with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport. Using environmentally friendly methods such as car sharing or use of public transport where practical.



Richard Pike  
Managing Director  
11<sup>th</sup> August 2025