

CENTRA SECURITY SYSTEMS (UK)

CENTRA DOC/7A/rev1

www.centrasecurity.co.uk

CENTRA SECURITY RECYCLING POLICY

CENTRA SECURITY Practices the Following :

- 1.** Reducing waste where possible by thinking about what we buy and how we use it. Non-essential documents and emails will not be printed. We will review company documents to see if they are essential, if they are not they will be cancelled thus reducing waste and saving money. We will Endeavour to avoid disposable cups and food packaging bought by the office and for events. We will ensure all our printing and photocopying is done on double-sided paper.
- 2.** Re-use wherever possible by trying to find a second life for items especially paper and office stationery. Scrap paper will be used in printers, fax machines, for taking messages and for writing notes or draft copies of documents. We are committed to the re-use of envelopes and packaging where possible.
- 3.** All paper, card, glass, tin will be recycled. Food waste will be composted. Toner cartridges and inkjets will also be recycled. If office furniture or IT equipment is being replaced then CENTRA SECURITY will seek to have those items reused or recycled. We will use/support social economy organizations to recycle materials as appropriate.
- 4.** CENTRA SECURITY will buy recycled. We will Endeavour to switch all publications and general office papers to 100% post-consumer waste recycled papers, any additional purchasing costs will be balanced against reduced consumption. When purchasing other items of office equipment recycled options will be considered.
- 5.** CENTRA SECURITY will seek to purchase fair-traded and environmentally sound goods. In particular sourcing of refreshments for meetings, training and events should wherever possible be purchased from local suppliers to reduce food miles (preferably within the social economy). If possible food should be organic, fruit and vegetables should be in season and tea, coffee and other products (e.g. chocolate biscuits!) should be fair-traded.
- 6.** CENTRA SECURITY will promote the use of cycling and walking as the main means of travel to local meetings, and use public transport where systems allow efficient use. For journeys that require the use of a car, car sharing will be encouraged.
- 7.** CENTRA SECURITY will seek to minimize the use of energy in its activities. For example lights and equipment will be switched on only when needed and not out of routine.

**Military & Government
Commercial & Industrial**

