

Environmental Policy

We, at Fantastic Corporate Services, are committed to preventing pollution and keeping our earth Fantastic!

To ensure in doing so, we comply with all relevant environmental legislation, regulations and all other requirements. We regularly evaluate the environmental impact of all activities, products and services that are undertaken with Fantastic Services and we will always take action to continuously improve our environmental performance in all areas.

This sustainability policy applies to all our operations including management, office services, training and delivery, franchisees, subcontractors, and procurement. HR is responsible for ensuring that the policy is implemented. However, it is the responsibility in their area to ensure that the aims and objectives of this policy are always met.

It is our policy and responsibility at Fantastic Corporate Services to;

- Minimise the use of energy, water and natural resources.
- Minimise waste through prevention, reuse and recycling where possible.
- Encourage the act of recycling within the office and on site.
- Dispose of waste safely and legally.
- Manage and maintain electricity usage e.g. lights and computers being turned off when not being used
- Maintaining compliance with ESOS (Energy Saving Opportunity Scheme) requirements and appropriate regulations
- Minimising our business travel and focusing on greener travel where possible and using Skype more for meetings.
- Avoid the use of hazardous materials, where practical.
- Work with environmentally responsible suppliers.
- Prevent environmental damage and minimise nuisance factors such as noise and air pollution. We will define and regularly evaluate our environmental targets and objectives to always ensure we are exceeding all expectations. We are committed to providing relevant training whilst

promoting environmental awareness to employees, franchisees, and subcontractors and, where appropriate, to suppliers and to communicating our environmental performance.

Responsibilities

We are committed to preventing pollution, protecting the environment and reducing our impact on the environment by:

- Implementing a system for recycling a wide range of waste streams including paper, plastic containers, ink cartridges, computers, monitors, food, stamps, batteries and fluorescent bulbs.
- Selling or giving away unwanted equipment or redundant supplies.
- Reducing energy consumption by using energy efficient bulbs, turning electrical equipment off when not in use, using sleep features, using laptops rather than desktops, using economy washes, purchasing lower energy replacement equipment and using sensors to control lighting. We also offset our carbon.
- Monitoring our vehicle fuel consumption, operating a Bike2Work Scheme for employees, regularly maintaining our vehicles, using hybrid or biofuel vehicles and using public transport for work purposes where possible.
- Monitoring our water consumption.
- Reducing our use of resources by using duplex printing and 2 pages per page for draft documents, using e-invoices where possible. We also use eBay and Freecycle. All of our forms are electronic - clients feedback forms, monitoring visits forms, damage inspection forms, on-field training forms, so we to have no paper daily document flow
- Using a purchasing policy that considers environmental and Life Cycle Impacts when designing, purchasing equipment and in the decision making process.
- Using eco-friendly products including water-based inks, biodegradable packaging and cleaning materials and products not tested on animals. We also buy Fairtrade.
- Regularly donating to and supporting local charities and encouraging staff to develop themselves through education, training and voluntary work.

During the past year we have:

- Used our mobile technology and GPS optimisation to reduce our average individual vehicle mileage by 10 miles per day. With 500 branded vehicles this represents significant fuel and CO2 savings.
- Simply used Water in a campaign to clean pavements using a Water Pressure Stencil.
- Helped "Thames Water" to clear the River Thames from rubbish and we donated money to them

We will implement new processes to prevent environmental nonconformities and to ensure that we are prepared to deal with potential environmental emergencies.

Managing indirect impacts in the supply chain by collaborating with key suppliers to secure an improvement in our environmental performance and their own. Our assessment of suppliers within the sourcing process assigns appropriate weighting to their environmental performance issues.

Raising our employees, franchisees, and subcontractor's awareness of environmental issues, encouraging environmentally responsible behaviour and providing appropriate training to enable them to play a full role in implementing our environmental policy. Engaging with industry groups and non-governmental organisations in order to contribute positively and proactively to environmental sustainability in business.

This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation and best practice.

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