

Environmental Statement

COS – the Complete Office Solution – Our Activities

COS are valued suppliers to our customer base in the following product areas:

- Office Products and Stationery
- IT and Audio-Visual Equipment
- Computer Consumables
- Business Interiors – including fit-out, refurbishment and furniture
- Design, Print Management and Print
- Promotional Products

COS services approximately 1000 accounts each year, primarily in the south Wales area. We conduct between 3500 and 4500 deliveries each month using a fleet of VW panel vans and a 7.5 truck.

Environmental Priorities

COS's policy is to conduct its business responsibly, with integrity, and with respect, for the interests of all those affected by our operations. We believe that our activities should generate economic benefits; create opportunities for an enhanced quality of life; respect the environment; and positively influence the communities in which we operate.

We aim to:

- Use energy, water and other natural resources efficiently, effectively and with care; minimise waste and recover or recycle it and finally, sustainably dispose of what is left.
- Limit light, noise, air, land and water pollution levels so as not to cause damage to existing natural systems.
- Value, protect and enhance the diversity of nature, local distinctiveness and cultural identity.
- Build long term relationships with our suppliers choosing as business partners those with standards and ethical practices compatible with our own.

Our specific objectives for 2007 are to:

- Improve overall energy efficiency and reduce our electricity usage by 2%
- Reduce waste sent to landfill
- Green our supply chain
- Reduce our CO₂ emissions by 2%

Environmental Performance

The company has not had any major environmental incidents and there have not been any convictions under environmental legislation.

In the last year we have:

- Improved recycling rates
- Eliminated run off from vehicle washing into surface drainage
- Improved staff awareness of environmental issues
- Switched to recycled paper for office use
- Encouraged our clients to purchase green products

CO₂ Emissions

In 2005/2006 our CO₂ emissions were:

Energy: 38,868.02kg **Transport:** 154,404.1kg