

Works MC is a proven value, marketing communications solutions provider. Established in 1999 to provide clients with sales networks, specialist expertise and experience in supporting the sales process with cost-effective, fit for purpose solutions. Our services support the functions of:

- Training
- Retail Sales
- Online marketing
- Field sales
- Reseller / channel communications
- Internal communications
- Telesales
- Direct selling /servicing

Works MC is a professional and environmentally conscious organisation, which acknowledges the impact that our operations may potentially have on the environment. The clear objective of Works MC is to minimise any impact on the environment by:

- Preventing pollution, reducing waste and ensuring that wherever practical, measures are implemented to protect and preserve natural habitats, flora and fauna;
- Considering the effects that our operations may have on the local community;
- Taking action to eliminate or reduce, as far as practicable, any potentially adverse environmental impacts;
- Promoting environmental awareness amongst our suppliers, contractors and partners by implementation of operational procedures;
- Seeking to work in partnership with the community by behaving in a considerate and socially responsible manner;
- Ensuring effective and expedient incident control, investigation and reporting

Management and supervisory staff have responsibilities for the implementation of the policy and must ensure that environmental issues are given adequate consideration in the planning and day-to-day supervision of all work.

Works MC will fully comply with the duties placed upon it within the requirements of Statutory Legislation, whilst at all times complying with, as a

matter of best practice, the requirements and duties set out within Approved Guidance as issued by the Environment Agency and other organisations.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others or the environment. This includes co-operating with management on any environmental related matter.

Works MC will take all practical steps to ensure that potential hazards and risks to the environment are identified and that suitable and effective prevent and control measures are implemented. All employees will be provided with the necessary resources, equipment, information, instruction and training to fulfill the requirements of this policy.

The Directors have overall responsibility for all environmental matters. The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the Company's activities. This policy has been endorsed by the Board of Directors who give their full support to the implementation of the policy.

It is the intention of Works MC to strive towards 99% paper recycling in the future. In order to achieve this aim three recycling bins are located on the ground floor, one in the studio, the other two by the printers. It is for all employees to use these bins to recycle their paper and help support the company's policy. It is also requested that employees make every effort to re-use paper as scrap and only print when necessary.

Works MC also has a recycling policy with regards to toner cartridges and computer equipment, which are sent to the appropriate and relevant bodies to be recycled. There is also a provision in the kitchen area for general recycling including cans, plastic bottles and glass and all employees are encouraged to make use of this.

Our commitment to the effective implementation of all of our policies is demonstrated through the communication and availability of these policies to staff, clients, prospective clients and suppliers. We ensure that all our staff has a copy of all policies when they join us as part of their induction program. We also have a copy of all policies on our intranet to which all employees have access. We provide our clients and suppliers access to all policies through our web site: ([www.worksmc.com](http://www.worksmc.com))

Though the Managing Director is ultimately responsible for the Environmental policy within Works MC, all employees are empowered and have a responsibility within their own areas of responsibility to adhere to and enforce the Environmental policy. Where appropriate all employees are encouraged to act responsibly and to put forward suggestions the company could implement in order to further our commitment to being an environmentally conscious and considerate organization. Any suggestions should be made to the Directors via email.

This policy is reviewed yearly at the Directors Annual Board meeting however its effectiveness is measured on a daily basis and reviewed on a quarterly basis through our quarterly company meetings with any changes being made and communicated as necessary.

**Chris Cloughley**  
Managing Director

