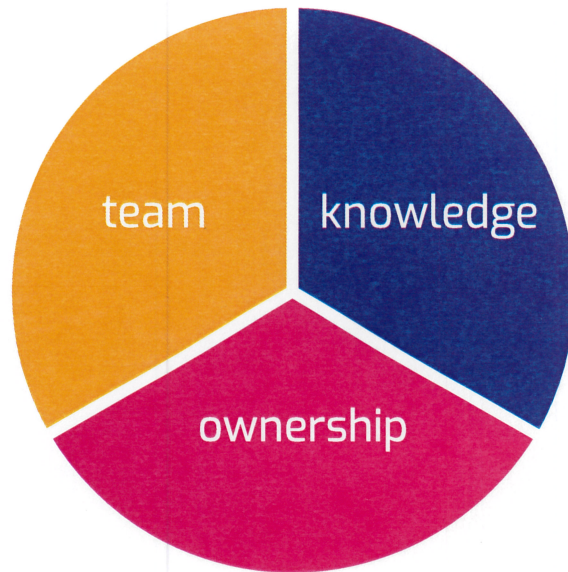


# Environmental Policy



**MISSION:** We commit that operation of sales, installation, service and support of office equipment shall work to prevent pollution and protect the environment.

**REQUIREMENTS:** Comply with all relevant legislation, corporate standards and other applicable requirements.

**CULTURE:** Ensure all staff are trained and briefed about our Environmental Management System (EMS) so that they can implement the policies and procedures in their work. Our behavior demonstrate: Team. Knowledge. Ownership.

**CONTINUAL IMPROVEMENT:** The effectiveness of both the EMS and the provision of our all services and products.

This will be achieved by:

- Establishing, implementing and maintaining the EMS.
- Setting and reviewing measurable environmental objectives and ensuring those objectives are met.
- Providing the necessary resources and ensuring responsibilities and authorities are determined and communicated to all employees.
- Reviewing the effectiveness of the EMS and assessing opportunities for its continual improvement.
- Ensuring everything we do is always carried out in accordance with stated methods and customers' requirements.
- Having the Environmental Policy available to all interested parties.

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