

Quality & Environmental Policy

1 Statement of Policy

- 1.1 Nobisco Limited (the Company) is committed to protection of the environment, including the prevention of pollution, considering the environmental lifecycle of our products and services, and seeking continual improvement of our environmental impact and management systems. Similarly, we strive to be seen by all as an excellent business and seek increasing levels of customer satisfaction by supplying goods which satisfy the applicable requirements, in a prompt, professional, helpful manner, and with the minimum use of natural resources. Nobisco Limited is committed to reducing the environmental impact of all practices, processes and products which it can control or influence and fulfilling all applicable compliance obligations.

2 Policy in Practice

- 2.1 The continued success of Nobisco Limited hinges on this policy, which is at the heart of the company's Quality and Environmental Management System.
- 2.2 The Directors of Nobisco Limited are committed to the company's documented Quality and Environmental Management System, and to compliance with the ISO 9001 and ISO 14001 Standards.
- 2.3 The Company will seek to continuously improve the effectiveness of these systems, and to meet relevant and appropriate regulatory, statutory, legal and compliance requirements and to exceed such requirements where possible.
- 2.4 This policy shall be used to provide the framework guiding the preparation of quality and environmental objectives; with the aim of reducing our environmental impact and improving customer satisfaction.
- 2.6 The procedures describing the actions you should take in relation to Quality and Environmental Management are held on the computer network on the S:\ drive in the QHSE folder. **Please take time to read these and see how they relate to your role in the business.**

3 Waste

3.1 We are committed to the implementation of the Waste Hierarchy:

- Prevention
- Re-use
- Recycling
- Recovery
- Disposal

See appendix J of the Integrated Management Systems Manual for further detail.

3.2 How we deal with our waste is very important in controlling our impact on the environment. It is very important that you follow the instructions given in our Waste Procedure, when dealing with any waste generated by the company and ensure:

- ✓ Any spills or breakages in the warehouse are cleaned up quickly using the spill kit provided. The used spill kit and any remnants of the item spilled must then be put into the yellow bin in the warehouse. Once the bin is full a specialist company will be called to remove and recycle its content.
- ✓ Spills and breakages in vans while delivering must be cleaned up using the spill kits in the vans and the used spill kit and remnants returned to the warehouse and placed into the yellow bin.
- ✓ Under NO circumstances must spillages be washed out of the warehouse and allowed to enter the drains.
- ✓ Used printer cartridges should be returned to the office to be returned for recycling.

4 Energy

4.1 We have set targets for reducing the energy we use across the company. Please remember to switch off unneeded electrical appliances like heaters and lights. Delivery journeys are being planned to reduce fuel usage and drivers should remember to turn off their engines when stopped to make a delivery.

5 Recycling

- 5.1 The vast majority of Cardboard and Polythene we receive is recycled. When opening packages please try to keep this in mind and where possible open goods in a manner which allows the maximum possible to be recycled. Also, please ensure that all such packaging is placed into the appropriate recycling area.

6 Structure and Responsibilities

- 6.1 We are all responsible for following the guidelines and instructions contained in our environmental procedures. So please take some time to read them, they are located within the Integrated Management Systems Manual to be found in the QHSE folder on the S:\ drive.

7 Communication

- 7.1 This Policy shall be communicated to all employees as part of their induction and at intervals.
- 7.2 Copies of this Policy are displayed throughout the organisation, on the company web site, and are available to the general public on request.
- 7.3 The Managing Director shall ensure that all employees are conversant with this Policy statement and that achievable and measurable objectives to support and measure its impact are in place across the company.
- 7.4 Nobisco Ltd will Inform suppliers and customers of this environmental policy and associated management system.