

## BISLEY ENVIRONMENTAL POLICY

### About Bisley

Bisley Office Equipment conducts its business from two Manufacturing sites, at Bisley in Surrey, and at Newport, South Wales, employing over 800 people. Bisley is a UK manufacturer of a wide range of steel office storage products predominantly for the business office, with a smaller range designed for those working from home, for both the UK and international markets.

### Bisley Philosophy

Bisley reinvests the majority of its profits back into the business. Since 1989 more than £50 million has been reinvested in capital projects with the objective of continuously pushing back the boundaries of world class manufacturing excellence. The two production facilities, totalling 64,000 square metres, deliver a combined output of over 20,000 finished steel storage products per week. Bisley employs the most advanced manufacturing processes from in-house tool making and computer aided design through to precision folding, robotic welding, laser cutting and automated plants for powder paint application. This philosophy has enabled Bisley Office Equipment to become Europe's largest manufacturer of steel storage products for the office environment.

### Our Vision

To endeavour to create a centre of world class, low cost, manufacturing excellence, together with long-term secure employment for all our employees.

### Our Environmental Policy

Bisley Office Equipment is committed to the continuous improvement of our environmental performance and pollution prevention. It is our policy to regularly review our environmental objectives and communicate to our employees

### Environmental Management System

This document forms a small part of our overall environmental management system. The Environmental Manual forms part of the **Integrated Policy Manual** which comprises our formal procedures in respect of:

- ISO 9001:2008            Quality Management Systems
- ISO 14001: 2004        Environmental Management Systems
- BS OHSAS 18001:2007 Occupational Health and Safety Management Systems

It is supported by a comprehensive structure consisting of clearly defined and linked processes, supported by defined procedures. This complies fully with the requirements of ISO 14001:2004.

The Scope of our Environmental Management Systems covers the processes for design, manufacture, supply and installation of steel office storage products and desking systems.

### **Our Environmental Objectives and Targets**

Our objectives and targets focus on:

- Reducing stack emissions
- Reducing waste from production processes
- Conserving energy
- Recycling waste and other products, wherever possible
- Raising suppliers' awareness of the environmental impact throughout the supply chain
- Minimising nuisance and disturbance to our neighbours

Bisley will comply with the minimum relevant environmental legislation and will work towards stringent controls that exceed this minimum in anticipation of the future introduction of more rigorous legal requirements.

This Policy is understood by our employees and is available for viewing in the Reception areas of all our premises and on our website at [www.bisley.com](http://www.bisley.com)

Signed:   
**John Irwin, Managing Director**

Date: 7<sup>th</sup> October 2009