



Think Tank Productions Ltd

## **Environmental Policy**

1. Think Tank Productions aims to set the highest possible standards of minimal impact environmental damage.
2. All our paper is used on both sides before being sent for recycling. All cardboard, plastic, glass and tin is also collected and sent for recycling.
3. All used stamps are collected and used to help charities.
4. All used ink cartridges are collected and sent to local schools so they can refill them.
5. All old machinery and computer equipment is either sold on or donated to a suitable cause.
6. Day to day working practices uphold our minimal impact environmental strategy.
7. To meet these objectives the company aims to ensure that:
  - a) Recycled goods are of a suitable quality
  - b) Items are separated into their categories and no mixed media is sent for recycling
  - c) All other waste, ie. polystyrene is disposed of correctly
  - d) All lights, machinery and taps that are not used are turned off
  - e) Our chosen suppliers meet our own environmental policy
8. All employees have personal responsibility for ensuring their waste complies to this policy.
9. The Proprietor has overall responsibility for ensuring this policy is applied consistently.
10. The effectiveness of the implementation of the Environmental Policy will be monitored on a regular basis.