



Waste Reduction and Environmental Commitment Statement

As a professional manufacturer and supplier of high quality envelopes, we recognise our environmental obligations and as such have embedded waste minimisation strategies into our daily operations in order to reduce our impact upon the environment and improve operational efficiency.

- **Manufacturing Waste Reduction Commitment**

To reduce operational waste we apply the waste management hierarchy within our manufacturing processes. This ensures that where possible we take steps to prevent, re-use, recycling, recovery (e.g. energy recovery) and dispose of waste via licenced approved waste companies.

- **Waste Packaging Reduction and Compliance**

To maintain the product integrity, quality and product preservation we ensure that suitable product packaging is used. As part of our environmental commitment to waste reduction and our management of packaging waste, we are registered with a Waste Packaging Compliance Scheme Company.

Registration enables us to demonstrate the accuracy of our waste packaging records, via third party monitoring and auditing. The annual submissions compliance audits also enables us to demonstrate our CO2 reduction achievements which is documented on our compliance certificates. Our compliance certificates are available to view or download from our website at <http://www.surrey-envelopes.com/waste-packaging.php>.

- **Consumer Information Obligations (CIO)**

In order to further encourage product sustainability and compliance with the Waste Packaging Regulations and the recipient of delivered mail, you should be aware that you can also support the responsible sustainability by recycling any used envelopes.

If you have received an envelope which does not have a window (e.g. address window) then the envelopes are 100% recyclable. Some envelopes have the recycle symbol clearly displayed to encourage recycling.

Points of interest: If an envelope has a window, you can still help:

- Some envelopes with windows are also recyclable as corn-based film used for the address window, is dissolvable in water.
- If unsure if the envelope window is recyclable or not, you can still help by removing the window from the envelope and then recycling the paper through your normal recycling collections processes. The window tissue can be disposed of through your normal general waste collection process.
- We recommend you to contact your local authority who can provide further guidance on recycling opportunities. Information on Government National Waste Strategy...
- Information on recycling symbols can be obtained from a variety of websites including the Recycle Now site (<http://www.recyclenow.com/recycle/packaging-symbols-explained>).

Help us help the environmental by using sustainable products (FSC, PEFC or Ecolabel products) and by recycling where possible.

Managing Director: (Signature)