

# Environmental Policy

The Mailing Room

Southerly 7, Waterfold Park, Bury BL9 7BR

September 2022



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The Mailing Room



# The Mailing Room Environmental Policy

The Mailing Room recognises our environmental responsibility, and this policy states our commitment to promote sustainability across all parts of our business and minimise our environmental footprint wherever possible.

Alongside our commitment to ISO14001 standards, The Mailing Room is committed to reducing the impact of our business practices and procedures wherever possible. Over the past two years we have developed a Green Team to implement positive change across the business and embed an environmental culture. As a part of our ongoing commitment, The Mailing Room regularly carry out reviews of our environmental performance and communicate our efforts internally to staff, as well as engaging with staff on how we can improve.

With the foundations of our environmental journey now in place, we have set ourselves some updated objectives and supported these with actions and targets. Our updated objectives for 2022 can be found below and these are supported by the targets and actions listed overleaf.

- **Objective 1: Minimise consumption & procure sustainably.**
- **Objective 2: Reduce our carbon footprint.**
- **Objective 3: Promote sustainability up and down TMR's supply chain.**
- **Objective 4: Explore & implement packaging alternatives.**
- **Objective 5: Develop TMR's internal environmental culture.**

We understand that our employees and customers value environmental responsibility and as a result we will continue to communicate our efforts to become more sustainable, engaging with customers on our initiatives to help spread awareness of environmental issues.

**Mark Smith**

Group Managing Director



**And the team at The Mailing Room**  
September 2022



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Find out more about our environmental commitment by visiting our dedicated webpage – [www.themailingroom.com/sustainability](http://www.themailingroom.com/sustainability)



# Supporting our objectives

*To meet our objectives, we have identified the following actions that must be undertaken. For each of our objectives and their supporting actions we have also marked these with specific targets to focus are commitment and enable us to track our progress over time. The following objectives, supporting actions, and targets will be revised and updated in the short and long-term as we collate our initial data and set further specific targets for the future.*

## Objectives, Actions & Targets

### Objective 1: Minimise consumption & procure sustainably.

**Action:** Compile a document of all suppliers and the products provided to The Mailing Room, along with their environmental policies, commitments, and initiatives.

**Action:** Work to build a supplier 'environmental checklist' to enable TMR to assess the environmental credentials of all potential new suppliers.

**Target:** All suppliers reviewed with regards to environmental credentials within 6 months.

### Objective 2: Reduce our carbon footprint.

**Action:** Collate our information on energy, gas, and water usage into an accessible, regularly updating format.

**Action:** Detail our vehicle fleet and set out a process to measure the fuel and electricity usage of each vehicle.

**Action:** Gather information on air conditioning used in office space.

**Target:** An assessment of Scope 1 & Scope 2 emissions to be completed within 12 months.

### Objective 3: Promote sustainability up and down TMR's supply chain.

**Action:** Compile data on Return & Save scheme; how many and what type of customers engage with the scheme.

**Action:** Engage customers on Return & Save and investigate other ways to get them involved.

**Target:** Within 3 months to have identified the trends of Return & Save, spoken directly with customers on this issue and set a direction for the future of the Return & Save initiative.

### Objective 4: Explore & implement packaging alternatives.

**Action:** Explore and trial packaging alternatives & document where packaging not controlled by TMR could be improved.

**Action:** Document all packaging materials used (including those controlled by our suppliers) with a view to exploring if possible changes could be made in the future.

**Target:** Trial packaging alternatives (those directly controlled by TMR) within 3 months – December 2022.

### Objective 5: Develop TMR's internal environmental culture.

**Action:** Regular internal communication of environmental efforts, progress & relevant issues.

**Action:** Develop a simple, engaging, and repeatable newsletter structure for internal use and assign responsibilities for content creation each quarter.

**Target:** Run a quarterly internal environmental newsletter.



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