



Environmental Policy Statement

DDC Outsourcing Solutions (DDC OS), based in Worksop, Nottinghamshire, has been in operation since 1987 and specialises in Outsourced Data Capture, Response Handling/Fulfilment Solutions and Contact Centre Services.

One of our key skills is to take mostly paper inputs and use technological solutions to turn this into electronic images and data for our Clients. As such, we recognise that our key activities have an impact on the environment in terms of waste generation and the use of electrical power.

The environmental aims of DDC OS are twofold:

1. To comply with all environmental legislation, regulations and codes of practice relevant to our industry.
2. To continually improve our processes and procedures to minimise our environmental impact.

In relation to these goals, our policy is to:

- Establish systems to measure our usage of power and paper and also the amount of waste we generate and the number of business miles we travel.
- Set targets for reducing each of these areas and publish these to all staff and on our website.
- Make efficient use of natural resources by minimising waste and conserving energy.
- Identify ways of reducing our use of electrical power
- Identify ways of reducing our use of paper in internal processes
- Increase the amount of waste we are able to have recycled
- Involve our staff in helping us to meet these objectives, through appropriate environmental awareness training and participation in continuous improvement activities.
- Implement our policy through a formal environmental management system.
- Report on our environmental performance to all interested parties
- Review this policy periodically to take account of changes in legislation, organisation or other internal and external factors.

Signed

Colin Gray

Managing Director

Date

21/2/2012