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Environmental Policy Statement

Word Smiths is a partnership trading at Bellevue House, 40 Western Road, Abergavenny NP7 7AD. The partnership's core business is training consultancy, comprising training design, training delivery, writing, editing, page and online design, and audio book publishing.

Word Smiths recognises its responsibilities to minimise the impact its operations have on the environment and seeks to achieve this through a programme of continual improvement. Word Smiths will endeavour to carry out all work procedures in accordance with all relevant environmental legislation and ensure that all partners and associates are aware of their responsibilities to reduce their impact on the environment. Word Smiths hereby adopts this policy in an effort to conserve valuable resources, improve waste minimisation, the prevention of pollution and compliance with relevant legislation and regulations. Word Smiths adopts this environmental policy and will implement it by setting and monitoring clear environmental objectives and targets. The policy is publicly available online.

The Word Smiths partnership undertakes to:

- Minimise, re-use and recycle resources whenever possible.
- Wherever possible, communicate by email to reduce paper usage.
- Promote energy efficiency by turning off computers, lights and office equipment when not in use.
- Use public transport wherever reasonably practical for travel to training events and meetings.
- Minimise pollution wherever possible.
- Comply with all relevant current legislation and industry standards and, where possible, aim to meet future legislation in advance of implementation.
- Integrate environmental considerations and objectives into relevant business operations and decisions on a cost efficient basis.
- Work continuously to improve the effectiveness of our environmental policy.
- Ensure that all employees are aware of their responsibilities in implementing this environmental policy.

We also undertake to observe any additional provisions that may be set out in the environmental policies of any partner organisations or organisations with whom we have entered into contractual arrangements.

As Word Smiths' main environmental impacts are energy, raw materials and waste, we pay particular attention to:

- Reducing the amount of raw materials used and purchasing materials produced by sustainable means wherever possible.
- Efficiency savings in waste production through waste monitoring and recycling.
- Reduction in energy and water use via monitoring of bills and installation of energy saving equipment whenever possible.

We will ensure the environmental policy is implemented and maintained at all levels. We will monitor the policy, and it will be reviewed on an annual basis.

Jane Smith (partner)

Nick Smith (partner)

A handwritten signature in blue ink that reads 'Jane Smith'.

A handwritten signature in black ink that reads 'Nick Smith'.

8 October 2007