

Environmental Policy

Leap Media Ltd. of 140 Alexandra Road, St Austell Cornwall, PL25 4QJ is a design agency specialising in environmentally informed graphic design. It actively promotes change in the design industry for a better resource efficient future.

Leap Media Ltd. recognises that its activities have an impact on the environment. In all its activities, working practices and business relationships, the company is committed to protecting, conserving and enhancing all aspects of the environment over which it has control or can influence.

Leap shall ensure compliance with all relevant environmental legislation and regulations and take action to minimise and continuously improve its environmental performance and prevent pollution across all its activities, products and services.

Our environmental aspects are:

- Electrical usage
- Gas usage
- Waste and recycling of materials
- Water usage
- Transportation to and from meetings
- Procurement of products & materials

In particular we shall:

- Take environmental considerations into account when selecting our suppliers and contractors.
- Use resources wisely by reducing resource use and reusing or recycling materials wherever possible.
- Improve the efficiency of energy use in our buildings and processes.
- Minimise water use in our buildings and processes.
- Continuously Improve and prevent pollution arising from our operations.
- Monitor and record energy, water and waste used or created in our operation.

We will ensure this policy is implemented throughout our operations by:

- Ensuring all our employees understand the environmental impacts of their own jobs.
- Informing all suppliers, contractors and sub-contractors of the requirement to comply with this policy when providing goods and services.
- Periodically reviewing the environmental issues at the highest level within the organisation.
- Reviewing this policy and its effectiveness on an annual basis.

Signed:



**Matt Hocking, Director,
Leap Media Ltd**

Date: 20/05/11

This Policy is available to the public. For further information please contact Chris Maynard Studio Coordinator for Leap-design for change. Our policy is available from our website and can be sent on request by PDF.

Visit www.designforchange.co.uk for further details.

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design for change