

# City Moving & Storage Ltd.

Worldwide Moving and Storage Specialists.

## Environmental Policy



Removal companies around the world are becoming more aware of environmental issues and are taking steps to ensure that they carry out procedures to minimise the effects of pollution etc. Our membership of FIDI encourages us to support 'green' practices and with this in mind, all staff are asked to contribute to our programme in the following ways:

- To use discarded office paper as 'scrap'; there are bins around the office for waste paper which will be collected for re-cycling.
- Both office and warehouse staff are asked to sort plastic waste paper products and place in the appropriate bins.
- Return empty computer toner cartridges to the supplier - there is normally an envelope in the new cartridge box for this purpose.
- Use e-mail for all correspondence (when possible) - advertising and promotional material is continuously being developed for electronic transfer. In addition, many forms and documents are now computer generated.
- All packaging material is clean and of appropriate shape size and strength to protect their contents and suitable for the use to which it is being put. It will also be environmentally friendly i.e. it comes from a sustainable source, it is re-useable, recyclable, has been recycled or can be re-used.
- Wooden lift vans (biodegradable) are repaired and reused as will cartons and other materials, whenever practical. From experience, we find that our customers are more than happy to accept this practice as long as the materials are clean and in good condition. However, it should be noted that only new, unused materials will normally be utilised for deep-sea international moving.
- All redundant equipment (including vehicles) will be disposed of using a specialist contractor and in accordance with legislation e.g. WEEE directive which controls the disposal of all electrical equipment.

Signed:

Date:

15/11/2018

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