

# PROLOG

## keeping the balance

environmental policy





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# balance

Prolog environmental policy



balance

In today's commercial world success is no longer a matter of financial performance alone; it must also be weighed in terms of broader social, ethical and environmental issues and responsibilities. Prolog is committed to the environment and to conservation, particularly of the resources it uses, both finite and renewable. Our commitment extends to the safe operation of facilities, safety for our workforce and a responsible attitude towards the environmental interests of local communities. Prolog is doing all it can to protect the environment against any damage resulting from our own activities or those of our suppliers and clients. The company takes environmental issues seriously, and responsibility for implementing the Environmental Policy rests directly with the managing director.

Over the last decade, Prolog's expansion has involved significant brown field development involving the construction of storage and production facilities and related office accommodation. In every case considerable care has been given in the planning building and subsequent operation of these facilities to environmental issues, especially recycling, energy saving and pollution control.

**Development of Prolog's Environmental Policy**

The development of Prolog's Environmental Policy is ongoing and based on the requirements of ISO 14001.

Nominated managers across all operational departments are tasked with ensuring that the policy is adhered to and that all workers follow local procedures and workplace instructions in order to minimise our environmental impacts and achieve our objective and targets.

The Operational Areas and Activities they encompass are as follows:

**Warehousing**

Goods-in, pick-pack and despatch, returns handling, stock control and warehouse administration.

**Administration**

Call centres, account management, finance, purchasing, sales, response services, systems and personnel.

**Creative Services**

Design studio.

**Mailing Services**

Laser printing and allied services.

**Transport and mechanical handling**

All aspects of transport usage and management.

**Company-wide general processes**

Training and security.

Each Aspect of each Activity that could impact on the environment has been reviewed, with objectives identified and targets and performance indicators set, against the background of a comprehensive review of current environmental legislation and waste management practises undertaken in consultation with local authorities and waste management experts.

Central to Prolog's code of environmental best practice are: Utilisation of recycled materials and products; environmentally appropriate waste disposal methods and consideration of the environmental interests of our immediate neighbours and the local community.



equilibrium



harmony

## ENVIRONMENTAL POLICY

Prolog's facilities are predominantly in rural or semi-rural areas and we took considerable care to ensure that all environmental issues were considered during the development of our sites – the planning, construction and subsequent operations of those facilities.

We are committed to the prevention of pollution and the continuous improvement of our environmental performance and in order to achieve our objectives we have implemented an integrated management system.

Our aims are to:

Meet and where appropriate, exceed all relevant environmental legislation and other requirements – where no regulations exist we shall set our own standards.

Continually review and audit our operational activities to identify environmental issues and prioritise action to address them.

Encourage our clients to consider the environment effects of their own operations and in key decision-making.

Work with our suppliers to minimise the impact of their operations on the environment.

Reduce energy and resource consumption by identifying and improving upon bad practice, inefficient equipment and poor energy habits.

Seek to reduce consumption of materials in our operations, reuse rather than dispose whenever possible and promote recycling and the use of recycled materials.

Minimise the volume of waste generated by both Prolog and others and vigorously pursue opportunities to recycle waste before other practices are applied.

Promote and develop awareness of environmental issues to all employees appropriate to their responsibilities through communication and training programmes.

Establish, monitor and review our environmental objectives and targets on a regular basis, minimum annually.



Robert Audley  
Chairman and CEO

### **Recycling and pollution prevention**

Prolog works both with clients and suppliers to ensure its environmental obligations are met. All the packaging we use contains recycled material and we take care to source 'green materials' wherever practicable. We also purchase recycled stationery and other paper products, including toilet tissue.

Waste paper, packaging materials, excess client stock, shredding waste and even wooden pallets are sent for pulping and recycling, a policy that extends to our offices and administrative areas which are equipped with recycle centres for segregating office waste. All appropriate documentation, such as Controlled Waste Transfer Notes and other Environmental Agency certificates, are requested and recorded.

A current initiative is to reduce use of landfill sites by category segregation and recycling of waste, and the introduction of a bailer for compressing cardboard has reduced the need for daily skips, hence helping to curb vehicle exhaust emissions.

Electrical and computer products, along with lamp elements and acid batteries, waste toner and ink cartridges are either recycled or disposed of through licensed operators. Prolog also gives safe re-usable items, including returned mail order goods not needed by its clients, to registered charities, while clean computer equipment is passed to local schools.

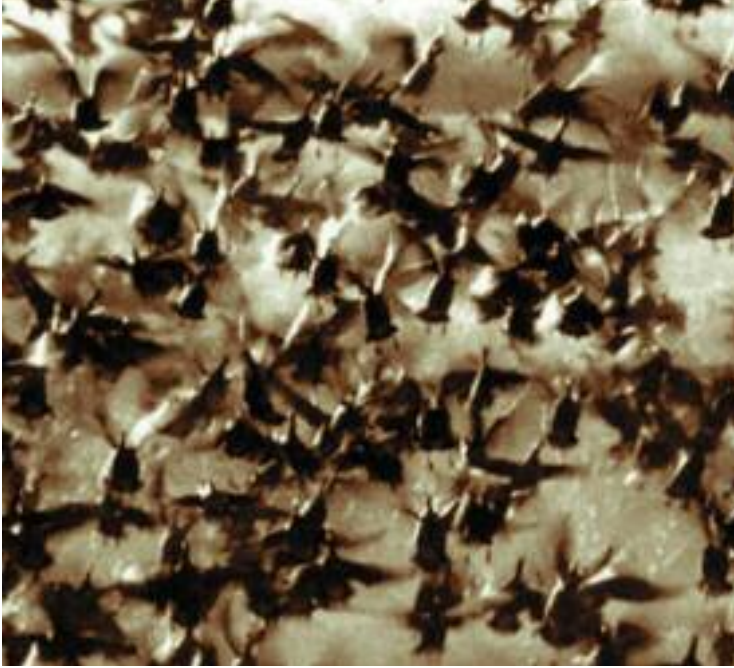
All Prolog's new buildings comply with local authority air pollution controls. They are architect-designed to blend with their surroundings and have energy saving features such as illuminates and well-maintained advanced heating systems burning clean fuels to minimise emissions.

Other pollution protection measures include the use (and careful maintenance) of ground interceptors to protect against any accidental fuel spillage.

At Sherwood Park, near Nottingham, where the company has a number of warehousing and administrative facilities, rainfall draining from the extensive rooftops, car-parks and access roads is trapped and passed through a series of balancing ponds to replenish the water table and help maintain local river levels.



responsibility



accountability

### **Energy Saving**

Prolog's environmentally friendly disposal methods include the utilisation of non-paper waste to generate energy. Wherever possible we save energy directly, using low-energy light bulbs and other power saving devices. Energy usage across all our facilities is continually monitored and analysed and preventive measures introduced wherever over-use is identified. Half-hourly electricity consumption readings are also kept to identify peaks and troughs and effect further daily power saving.

### **Raising awareness**

Prolog's has an 'Energy Efficiency Plan' designed to inform and advise all employees about energy saving issues.

Our company car policy encourages the adoption of low-emission diesel-powered vehicles.

Staff induction sessions highlight environmental awareness and the importance of recycling, and we have a suggestion scheme in place to encourage staff to think about the environment and submit 'green' ideas of their own. All staff rest rooms are equipped with recycle bins for food and drink packaging.

### **Setting environmental objectives**

Prolog manages its environmental performance with regard to its policy and objectives through a number of key performance indicators (KPI's) that are approved by the Directors.

KPI's are measured monthly, clearly communicated and where appropriate posted in common locations where they can be accessed by all workers.

KPI's are reviewed by management and the board on a quarterly basis and any significant deviation from planned performance will instigate an action plan being submitted by and agreed.



proactivity



involvement

Prolog is fortunate in that our facilities are predominantly in rural or semi-rural areas. Wherever possible, we actively strive to protect the local wildlife species that enrich our daily working lives. Staff are actively involved with a local bird and animal rescue centre and have released owls, kestrels and finches back into the local habitat that surrounds our facilities.

Prolog has received local authority commendation for the quality and conservation aspects of our landscaping, and for the wild flower populations we encourage to flourish in our grounds. At Watford, Sherwood Park and at Sudbury, Prolog staff and visitors can find relaxation and recreation in green and attractive surroundings where our facilities compliment rather than detract from other local features.



thinking about  
tomorrow

**[www.prolog.co.uk](http://www.prolog.co.uk)**