



Environment & Sustainability Policy

Total Connections 2009 Ltd recognizes that businesses can have a negative impact on the environment. We are committed to finding ways in which we can reduce the impact of our work both in the office, factory and stores, and when work takes us away from the office.

It is our policy to:

- Recycle as much waste material as possible.
- Dispose of materials that may be harmful to the environment using approved waste disposal companies.
- Avoid the use of paper wherever possible. For example, sending invoices and quotes via email as PDF files.
- Recycling equipment that is no longer of use to the company. For example, giving away items such as computers and printers that we no longer use.
- Keep energy usage low. Setting computers to sleep after 15 minutes and ensuring that computers are shut down after work.
- Reuse wastepaper (from the printer) where possible, making use of the blank side for notes etc.
- Using recycled paper for packaging fill.
- Avoid unnecessary travel by making use of instant messaging, video and audio conferencing, telephone and email.