



PAPERLESS OFFICE POLICY

INTRODUCTION

Technical Rescue International Ltd (TRI) specialise in the provision of specialist training and consultancy services into private and commercial sector. TRI is committed to ensuring the ISO 14001 standard is met and our goal is to create a healthy environment, conserve energy and reduce pollution to achieve sustainable climate objectives.

SCOPE

This policy applies to all staff and contractors who work for the company.

OBJECTIVES

As well as environmental benefits, being paperless helps us streamline our business. It increases the productivity of employees, improves customer service. saves storage space, makes document and files easily accessible, increases security of business data and helps us be a sustainable organisation.

Using less paper and printing means less waste and less harm to the environment.

We don't use fax machines and avoid the use of photocopiers. On the rare occasions where letters do need be sent to us, once processed, any paper is securely destroyed and recycled.

We save resources and energy by avoiding printing as much as possible and the associated postage overheads, we ask all suppliers and others who deal with us to interact in this manner where possible.

We aim to continuously improve the effect we have on the environment by:

- Encouraging energy use awareness
- Scan, not print – wherever possible
- Embrace electronic signatures
- Recycling printer cartridges
- Recycle paper
- Re-use items where possible
- Paperless billing
- Being environmentally friendly.

This policy is issued and explained to all employees upon commencement of employment with the company and is available to all other relevant interested parties. Any revisions will be incorporated when necessary and be brought to the attention of all applicable interested parties.