

Arcadia Corporate Merchandise Ltd.

Environmental Review

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1. INTRODUCTION

This document is the Environmental Review of Arcadia Corporate Merchandise Ltd. (hereafter written as 'Arcadia' or 'the Company'). This document is the property of Arcadia and will be updated as necessary to reflect procedural changes and amendments.

The purpose of this review document is to describe the Environmental Management System (EMS) of Arcadia's head office site and to outline its plans and responsibilities for identifying and addressing its environmental issues.

The review is designed to:

1. Identify all environmental Aspects and Impacts relating to the Company.
2. To maintain a register of legal obligations relating to the environmental responsibilities of the Company.
3. To create an Environmental Action Plan and to put in place a framework to monitor progress.
4. To instigate a programme of staff awareness to the Company's environmental policy and to provide training where appropriate.

We have an Environmental Committee, which is responsible for reporting to our Board and making recommendations based on the ongoing management of our EMS.

The scope of this review relates to the following activities:

Travel

Head office administration

Purchasing

Buildings

2. ISSUE STATUS & RELATED DUCUMENTS

Issue Status

The issue status is indicated by the version number in the footer of this document. It identifies the issue status of this Environmental Review.

When any part of this document is amended, a record is made in the Amendment Log shown below.

The Environmental Review can be fully revised and re-issued at the discretion of the Management Team.

Please note that this Environmental Review is only valid on day of printing.

Version	Page(s)	Issue Date	Additions/Alterations	Initials
1	15	26 th Jan 2012	Environmental Review first Issued	DD

Related Documents

The following documents are referred to in this Environmental Review and are subject to their own Version Control.

1. Environmental Action Plan
2. Register of Legal Requirements
3. Environmental Internal Audit Report

3. DEFINITIONS

The following definitions apply to this document:

EMS – Environmental Management System

Aspects – Issues which affect the environment (e.g. energy conservation)

Impacts – Activities which affect the Aspects (e.g. lighting a work space)

Significance – The potential level of effect on the environment

Environmental Objectives – Aims linked to the management and control of the Company's adverse affect on the environment

Environmental Targets – Measures established to monitor the achievement of Environmental Objectives

Legal Requirements – Statutory requirements linked to the environment

EAP – Environmental Action Plan

Environmental Committee – the team of 2 or more Arcadia staff appointed by the Directors to administrate all aspects of the Company's environmental policy

4. OVERVIEW OF ARCADIA

Arcadia was formed in February 1998 and its main activity is the supply of branded promotional merchandise to customers in the UK and Europe.

The Company has grown in that time and currently employs more than 20 staff. Since it was established the business has evolved and in addition to supplying the merchandise itself, there has been an increased emphasis on value added services such as storage and distribution of stock on behalf of its customers.

What has not changed is the Company's commitment to trading ethically and to providing an excellent service to its customers, it also has a policy of providing a safe, fair and rewarding environment for all its staff.

The Directors of Arcadia are committed to operating the company in an honest and responsible manner and this extends to ethical and environmental matters.

5. ENVIRONMENTAL & SUSTAINABILITY POLICY

1. Aims and Objectives

Based on legal requirements, referred to in section 2, Arcadia is committed to maintaining and improving the economic and social wellbeing of all its staff. It is also committed to contributing towards a sustainable safe and high quality environment in the locations where it is based.

This commitment is firmly grounded in Arcadia's environmental policy statement that sets out the aims and objectives for improving the environment.

The policy's overall aims are to:

Pursue and encourage environmental sustainability

Meet our legal obligations

Work in partnership with relevant suppliers and parts of the community to promote environmental sustainability.

To do this Arcadia will focus on reviewing and improving the following areas or activities:

2. Arcadia 's Contribution

Resources

Reduce the consumption on non-renewable resources and encourage their replacement with renewable resources.

Water

Reduce the amount of water used and encourage water economy at our sites.

Waste

Use safe and economic services for recycling, refuse collection, cleansing and waste disposal. Promote waste minimisation at all Arcadia sites including re-use, repair and recycling.

Energy

In conjunction with the Landlords to maximise energy efficiency in the design, maintenance and operation of Arcadia sites.

3. How will it be achieved:

Include environmental considerations in policy development, strategies and business plan at all levels of the organisation. Promote knowledge and understanding of the global and local environment and our impact on it by training and raising the awareness of Arcadia staff and using purchasing power to promote environmental sustainability.

4. Value for Money Considerations

Ensuring 'value for money' involves considering 'life cycle' financial costs i.e. with respect to energy savings, durability, reduced maintenance, and waste reduction, and therefore reducing environmental risks.

By making a commitment to this policy, the Company will help to conserve energy and resources, and reduce waste and pollution as follows:

Energy consumptions savings

Waste disposal savings

Savings from reduced resource consumption

Reduced risk and administration costs through easier compliance with environmental legislation

5. Environmental Impact

Arcadia will take all reasonable opportunities to improve environmental impacts:

Only buy supplies when necessary and minimise the amount of materials i.e. stationery, office equipment, furniture consumed.

Buy products that are made from recycled material and/or are recyclable, and have minimal packaging. Furthermore, specify that the supplier of the product should operate

or subscribe to a take-back scheme for packaging and equipment which can be re-used or recycled.

Select the more environmentally friendly option for cleaning processes.

Buy energy efficient appliances and equipment where economically viable.

6. Policy Framework

To improve the policy and its implementation, Arcadia will:

Inform all relevant suppliers of goods and services of this policy and the Company's environmental commitment.

Seek information from relevant suppliers about the environmental effects of products and services that they supply.

Put in place systems to ensure that the policy is effectively implemented by all staff.

Review this policy every year or as and when necessary.

6. ENVIRONMENTAL ASPECTS/IMPACTS MATRIX

We have conducted a full review of all potential environmental aspects, their potential impact on the environment and discussed at management level how these might be addressed.

The aspects and potential impacts identified were then assessed for 'Significance' within our work environment. Our methodology for determining Significance is detailed below:

Scale	Description	Criteria
1	Negligible	Very small effect
2	Minor	Effect and probability of occurrence are both small.
3	Significant	Effect and probability of occurrence are moderate.
4	Major	Effect is extensive.

We have awarded each of our Aspects a rating based on an assessment made according to our Significance Scale (please see column 4 below). Finally we reviewed our potential Environmental Impacts and applied the controls in column 5:

Aspect	Impact	Significance	Control Method
Staff travel	Air pollution/Global Warming	1	Reviewed for energy savings
Use of electricity	Depletion of natural resources	2	Levels monitored
Use of gas	Depletion of natural resources	2	Levels monitored
Use of water	Depletion of natural resources	2	Levels monitored
Use of paper	Depletion of natural resources	3	Reused and recycled Levels monitored
Disposal of waste paper/card/wood/plastics and metals	Landfill/waste burden	3	Reused and recycled where poss
Company Van	Air pollution/Global Warming	1	Monitor efficiency & usage
Purchase of office consumables/ product packaging materials	Depletion of natural resources	3	Reused and recycled where poss

Purchase of office equipment: IT, white goods etc	Depletion of natural resources Unnecessary waste of electricity	1	Replace with energy efficient appliances where poss
Space occupied unnecessarily	Inefficient use of space	1	Optimise use of space to make best use of resources

7. ENVIRONMENTAL ACTION PLAN & TARGETS

Having identified our Environmental Aspects and Objectives, we have reviewed the actions that we need to take in order to effectively manage our EMS.

The responsibility for our EMS is shared by all employees and is overseen by our Environmental Committee, which reviews our Environmental Action Plan (EAP) on a regular basis and reports to our Management Board.

The EAP is a 'live' document and is separate to the Review document. It is updated following management review and version controlled by date of last revision. Each old version is then archived.

The EAP is reviewed at least quarterly and internal audits are conducted in line with the EAP review. The audits themselves are scheduled, conducted regularly and recorded using the template referred to in section 2.

8. EMERGENCY PREPAREDNESS & RESPONSE PROCEDURE

Arcadia has established a risk assessment process to enable the organisation to identify sources of potential environmental harm and the following list of actions illustrates our approach.

A list of potential emergency/accident situations is maintained.

The response to emergency/accident situations may include any of the following:

1. Description of Hazard
2. Description of Potential Situation
3. Containment Action
4. On-Site Evacuation Details
5. Neighbour Evacuation Details
6. Emergency Contact Numbers
7. Actions to Minimise Impact

The emergency/accident situation & response information will be communicated to staff.

The relevant staff will be trained for emergency situation response (where considered practicable).

Where an emergency situation does occur, the response actions will be implemented.

Post emergency/accident situation activities will include a full management review.

Emergency response arrangements will be tested every six months where practicable.

Results of periodic tests will be recorded.

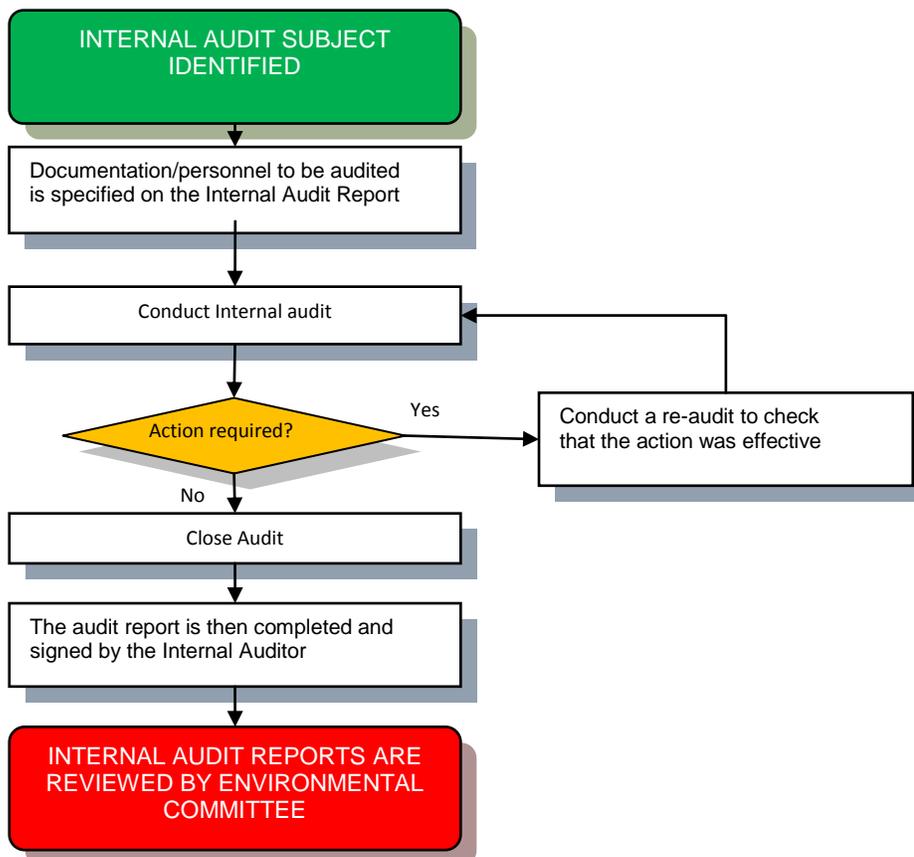
Records of all incidents will be maintained in our Incident / action log.

The responsibility for all the above procedures remains with the Management Team.

9. ENVIRONMENTAL INTERNAL AUDITS

Internal audits are carried out regularly as part of the responsibilities of the Company's Environmental Committee and are used to verify performance against its Environmental Targets.

The audit process is as follows:



The Environmental Committee agrees the audit schedule, conducts the audits and analyses the results at the management meetings.

In addition to this the Environmental Committee reminds all staff to implement the recommendations that are recorded as part of the audits and be mindful of the environmental responsibilities.

10. MANAGEMENT RESPONSIBILITY

Introduction

Arcadia accepts that it has a responsibility to the principles of sustainability and environmental awareness as summarised by the ISO 14001:2004 standard.

Policy Statement

Arcadia recognises the social and economic importance of protecting the environment, that its commitment to this must encompass all activities and that it should be prepared to lead by example in promoting a sensitive, considered attitude to the environment. The Company's approach to managing its environmental issues is compliant to ISO 14001:2004.

Aims

To achieve good environmental standards in all activities including the reduction, re-use, recycling and disposal of waste.

To make economic use of energy, water and transport usage to minimise waste in all aspects of the business function.

To regularly assess the environmental impact resulting from business operations and to remain fully informed of recognised best practices.

To communicate this Environmental Policy and Action Plan updates to all interested parties including customers, suppliers and employees, encouraging their active involvement in environmental issues.

Responsibility

The Managing Director has the overall and final responsibility for the Environmental Policy with the Environmental Committee in charge of the co-ordination, implementation and monitoring of the policy throughout the organisation.

The Environmental Policy and Action Plan update will be communicated to all staff and a copy will be displayed on the staff notice board. Each staff member takes responsibility for their own work area. Copies may be made available to customers on request. The policy will be reviewed quarterly at Board Meetings and any updates cascaded throughout the company.