

## Environmental Policy

### Introduction and aim

The Independents Hotel Reservations Ltd operate from their small offices just outside Taunton. We provide hotel bookings services to the corporate market. We recognise that whilst our operations result in minimal emissions to air and water, and the generation of waste; it is our aim to comply with relevant legislation and other requirements and operate in an environmentally responsible manner. This policy describes how we will achieve our aim.

### Responsibility

This environmental policy applies to all of our operations including management, office services and procurement. Peter Nash, Director is responsible for ensuring that the policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

### Resources

We will ensure that resources are available to enable us to achieve our objectives and targets.

### Objectives

During 2012, we aim to:

- reduce the amount of printed material and continue to recycle spent ink cartridges
- reduce the amount of fax confirmations sent
- inform all stakeholders of our commitment to operate in an environmentally responsible manner
- increase the amount of energy saving / efficient computer equipment

### Targets

To achieve our aims, we have set ourselves the following targets:

- ensure that all printing is done on a "Is it really needed" basis and that spent ink cartridges are returned to Samson Office Supplies for recycling, January 2012 and thereafter
- ensure all employees are aware that wherever possible confirmations should be sent via email, January 2012 and thereafter
- inform all stakeholders about our environmental policy by February 2012 and, thereafter, by providing a copy on our website
- ensure wherever possible that replacement electrical computer goods are energy efficient

### Monitoring and auditing

Progress against these objectives will be monitored through quarterly management meetings.

### Communication

This environmental policy is available on request. If you wish to obtain a copy or would like to discuss our progress against our objectives, please telephone 0844 800 9965. This policy is also available on our website at <http://www.ihres.co.uk>.

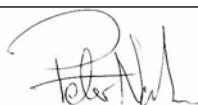
Name:  
(Caps)

Peter Nash

Date:

1<sup>st</sup> January 2012

Signed:



Position:

Director