



Manestream Ltd Environmental Newsletter

Making the workplace and the world more green

Volume 1, Issue 2



MANESTREAM LTD

Friday July 24th, 2009

Interim BSI visit to audit our IS14001 EMS

Today, we received our scheduled visit from the BSI to review the progress we have made since receiving our certification earlier this year. The good news is that all went well and that the inspector was pleased with the efforts the company has made in addressing our environmental impact and the development of our EMS. However, although we can pat ourselves on the back for the good work we have done so far we must continue to be proactive when it comes to waste, vehicle and energy management. That way we can ensure that the BSI are still just as happy with our progress when we receive our next audit in January.

What does WEEE mean?

(WASTE ELECTRICAL and ELECTRONIC EQUIPMENT)

WEEE is the anagram used by the European Union governing what businesses (large and small) and private households do with their electrical equipment when we no longer have a use for it.

In 1992, the European Parliament and council instructed the European Environmental Agency to issue a report on the state of the union regarding environmental matters by 1995. This became known as the 5th Environmental Action Programme and laid out environmental policy affecting members of the EU from 1993 through 2000.

As a result of this programme the European Parliament issued several directives to member states to try and address the negative impact WEEE was having on the environment. The governments of all member states were then obligated to employ these directives as new laws in their own statute or as an EU directive.

Some of these directives included:

- Banning of some hazardous substances from 1st July 2006
- Encouraging design and production to facilitate re-use and recycling
- Producers to be responsible for

making a provision for the collection of WEEE

- Member states to separate WEEE from unsorted municipal waste
- Producers to finance collection of WEEE
- Collective take back systems to be arranged
- Recovery and recycle targets set and will be reset every few years
- New labeling (waste bin crossed through with an X).

WEEE categories equipment into various lists for simplification: large and small household equipment, IT and communication equipment, lighting, tools, toys and sports equipment, medical equipment, monitoring equipment and automatic dispensers. Each one with their own guidelines .

How does this affect you? Firstly, equipment will contain less hazardous materials, and be more re-usable and recyclable. More importantly, WEEE should never go into in the general waste. These should be exchanged at the store when purchasing new items, taken to a recycle centre or if a large item collected by your local council.

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Environmental Objectives

- To reduce by >10% the fuel usage of the company's fleet, and hence emissions, within 12 months.
- To reduce by > 10% the energy used at Manestream Ltd's of-fices within 12 months.
- To reduce Manestream Ltd's carbon footprint by > 20% overall within 12 months.



EMS 541804

Meet Lucy Chandler

Firstly, thank you Lucy for volunteering to become the first colleague to answer the 'Meet your work colleague' questions.



Where are you from?

Although I was born in Camden, I have lived my whole life in Cheshunt, and am a Hertfordshire girl through and through.

How long have you been at Manestream?

I have only been working at Manestream just over a month. Although to tell the truth it definitely feels much longer!

What is your job title?

Sales Administrator—Tea girl, or the other way around. Either way, I make my presence appreciated in the Sales Department.

What do you most enjoy about your job?

There is a great crowd of people here. Although one or two do need a little help smiling a bit more often. I am working on that, though. I also enjoy learning about the various services Manestream provides our customers.

What is a typical working day like at Manestream for you?

To tell the truth every day is different. But usually I am dealing with clients on the phone, or trying to find new ones. As already mentioned, I am always learning more and more about the company and what we do. Oh yea, I also cover the reception so Stella can get a break from the phones and grab a bite to eat.

What are your views on global warming?

Thanks to the media I am more aware about environmental situations and global warming, and am very conscious about wasting energy. I also think that if everyone works together we can make a difference. However, I have to admit that I don't like thinking about it if I can help it as I do have a tendency to worry.

Do you recycle at home?

At home we have separate bins for newspapers, plastic bottles and cans which are collected by the council. As for the wine bottles stashed away, we take them to the bottle bank in town.

What do you enjoy doing in your free time?

During the week I'm early to bed and early to rise, the typical good school girl behaviour. However, at the weekend I do tend to go little wild as I enjoy going out with my mates to paint the town red. But come Sunday you can guarantee I'm saying, "I am never drinking again!" Fortunately, I forget what I have said by Friday.

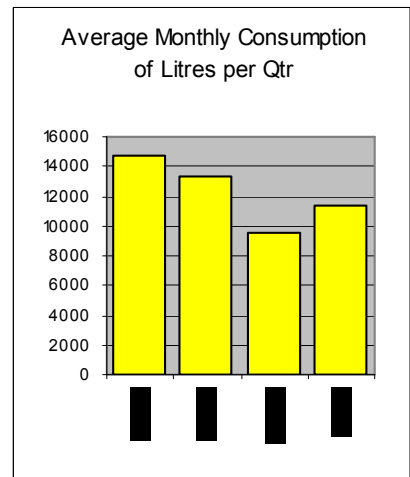
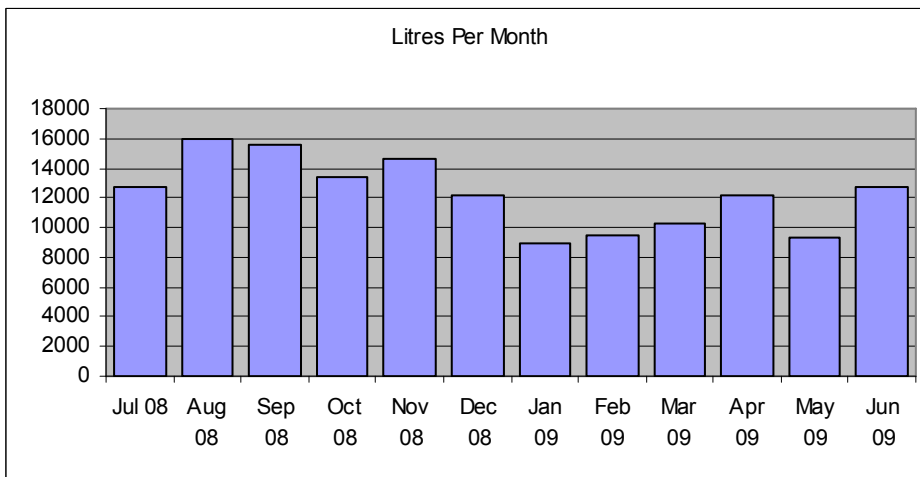
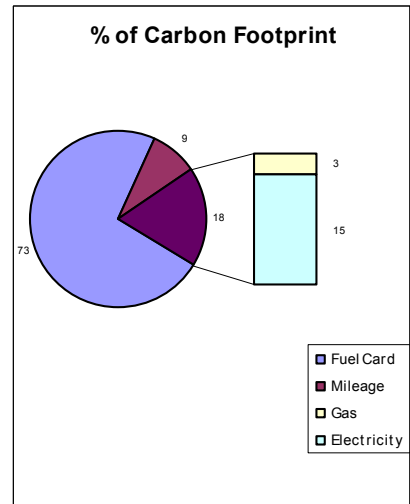
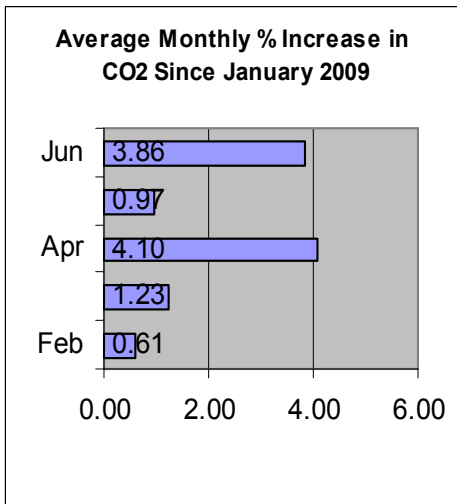
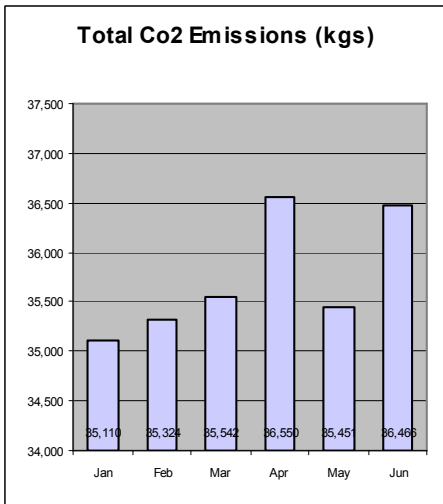
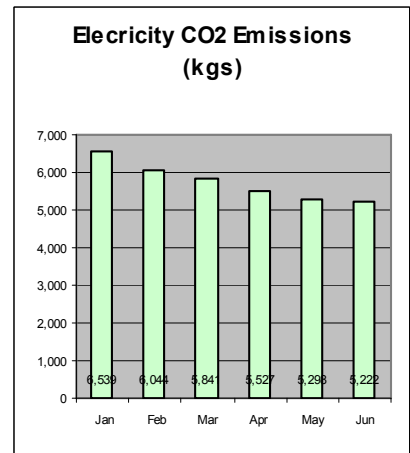
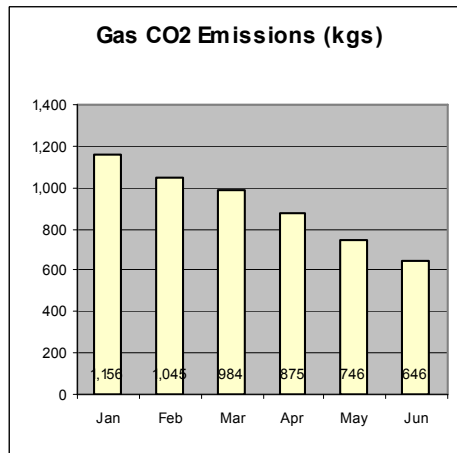
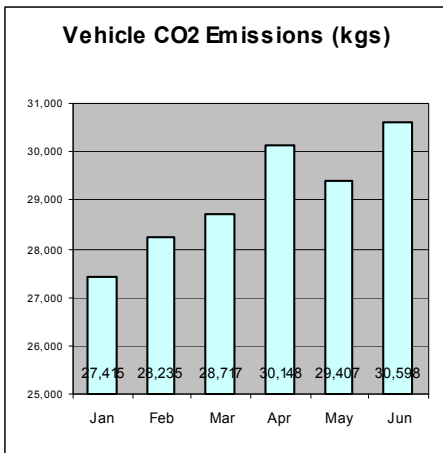
Manestream Ltd's Environmental Policy

Manestream Ltd recognises its responsibilities for the environmental impacts of its day to day activities and is committed to minimising the potentially detrimental effects of these activities. This policy gives a platform to integrate environmental factors into our day to day business decisions.

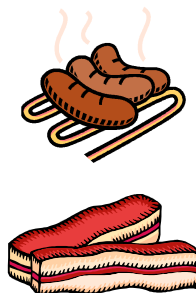
- Continual environmental improvement by allowing for the adoption of innovation and new ideas.
- Monitoring environmental performance by setting objectives and targets.
- Regulatory compliance by operating within all legal requirements and codes of practice.
- Management of environmental impact is effected by prevention of pollution, controlling reduction of emissions, conserving resources, increasing transport efficiency and minimising waste. We believe that this can only be achieved by our relationships and partnerships by:
- Empowering our employees by training them to manage environmental issues as an integral part of their jobs
- Influencing our supply chain partners to improve environmental performance.
- Understanding communities and our customers concerns on environmental issues and being responsive to these concerns.
- Reporting and communicating our environmental performance openly to all Manestream Ltd stakeholders and public.

In summary, the principal elements of the Environmental Policy are to establish and maintain processes capable of achieving continual improvement towards reducing the environmental impact of Manestream Ltd operations, and meeting the environmental objectives, and to establish and maintain the EMS satisfying the requirements of BS EN ISO 14001:2004 forming a framework for the setting of environmental objectives.

June 2009 Carbon Footprint Statistics



In the UK, every year, 440,000,000 sausages and 200,000,000 rashers of bacon are thrown away



Also, 45% of salads, 31% of bakery goods, and 26% of fruit. Sadly much of this is by retailers after their sell-by date.

Waste Management Program

The new recycle initiative has been in place over a month now and it has been working very well. Every morning paper placed in the black bins are collected and deposited into Biffa recycle bins next to Howdens Joinery Co. in Unit two. I also review the bins containing the plastic cups and aluminium cans and empty these when I feel they are getting too full. I am pleased to report that staff are also placing cardboard boxes in the allocated holding area near the front shutters and the cardboard from here is being taken to the recycle bin every couple of days, too. The number of black dustbin liners taken for recycling between Mon, June 8th and Fri, July 10th is:

Paper	42
Aluminium Cans	2
Plastic Cups	3

Over a year this would amount to around 420 bags of paper being recycled that would have otherwise gone to a landfill. The cardboard is being taken to the recycle skip every couple of days, too. Again, making a considerable difference to waste that would have gone to landfill. We have also removed a dozen small waste bins from the desks in various offices. This has helped encourage staff to use the recycle bins and consequently reduce the amount of general waste being deposited into the skip by our cleaners.

Vehicle Management Program

We now have a draft Vehicle Management Program. The structure of this program was reviewed by the directors and HR and has been approved. We are now writing this up and it will then be reviewed to make sure that it complies with the existing company vehicle and legislation before being issued. However, we can confirm that it will include a new form that all drivers of company vehicles will need to sign to acknowledge their responsibility when it comes to reducing the company's impact on the environment through better planning of journeys, vehicle maintenance and one or two other areas.

We have requested, and received, from Leaseway information that will enable us to confirm when the vehicles leased from them were last serviced. We will review this information and based on the mileage appearing on time-sheets will notify drivers when they should arrange for their next service. However, you are reminded that it is your responsibility to ensure the vehicles are roadworthy and therefore should contact Paul White if you have any other issues.

Energy Management Program

Last week, Hilton gave us a quote to repair the boiler at the back staircase, repair the hot water dispenser in the small kitchen upstairs, and to install two replacement hot water dispensers in the other two kitchens. This will be reviewed by the directors who will decide on when this work can be carried out. Once this has been completed we will be implementing a program with Hilton to service this equipment every six months to ensure its optimum efficiency and minimise future repair bills.

Did you realize that the developed nations throw out the same amount of food that third world countries need to eliminate famine?

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Coming next month

The next newsletter will be emailed to you on Friday, August 28th and will include the following:

- July 2009 Carbon Footprint Statistics
- Monthly Employee Pen Picture
- Water Resources Act 1991
- Updates on our environmental initiatives

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