



Waste & Environment Policy

It is the policy of We Know Office Limited to ensure that our services are managed so to minimise any impact on the environment, so far as is reasonably practical.

We realise that everything we do has an impact on the environment and we are dedicated to being a responsible company.

We are committed to working with all our customers and suppliers in order to reduce the impact our products have on the environment.

We make sure our operations and activities meet relevant government and local regulations, as well as industry standards. Where possible, we seek to improve and exceed these standards.

WE KNOW OFFICE LIMITED will manage its product range to insure that products do not cause unacceptable environmental damage through its receipt, storage and or use of disposable phases.

We make sure environmental responsibilities are central to our daily activities and decisions by ensuring everyone takes into account environmental issues when planning, implementing and undertaking projects.

WE KNOW OFFICE LIMITED seek to minimise waste through reduction in unnecessary consumption. Through purchasing recycled products and packaging for its own use.

Wherever Possible we will inform you of the recycled content of our products and all this information is available through our online ordering solution.

We can offer recycling bins for you to return to us your used toner cartridges.

We offer a broad range of certified and recycled products across all our market segments. We offer a range of 100% recycled, quality coated papers with superior whiteness, or choose from a variety of PEFC (Programme for the Endorsement of Forest Certification) and FSC® (Forest Stewardship Council®) certified papers. We continue to add new environmental options made from 100% ECF pulp.

In addition to the focus on offering products with a strong environmental performance, we also pay close attention to the environmental credentials of the entire supply chain. We also closely monitor the paper mills and credentials.

We work to reduce our packaging waste and impacts, and seek to adopt environmentally friendly packaging materials.

Whenever possible, we will ensure the goods and services we purchase are manufactured, delivered, used, managed and disposed of in an environmentally responsible way.

Our approach is to take measures to reduce our carbon footprint combined with a progressive offsetting strategy. The more emissions we cut in future, the less carbon we have to offset to reach carbon neutral status. The projects that we invest in have additional social and economic benefits for the communities in which they are located.

We aim to increase the number of environmentally responsible products we supply and work with our suppliers to source environmentally preferable products.

Everyone who works with us has the opportunity to take an active role in the implementation and development of our environmental practices. We encourage all employees to recycle and provide training and recognise excellent practice within the company.

