The top management of Universal Support Services Group (USSG) Ltd (USSG' &/or 'the company') are aware of the impact its business operations have on the environment both on a local and global aspect. We would implement the policy of re-cycling and reduction in the generation of waste, and the promotion of environmental awareness.

It is our company policy to ensure a high level of commitment to good environmental policies throughout our business activities. It is our intention to develop this policy by minimizing the production of waste, through good purchasing practice of materials used throughout the business and reuse and recycle materials whenever practical to do so. To help ensure we give proper consideration to our environmental and waste management responsibilities and to assist in the minimization of waste and the recycling of materials wherever practicable, systems and procedures will be implemented to encourage the recycling of material with a view to minimizing the overall levels of waste we produce. All staff are expected to abide by the following procedures and co-operate with management in the execution of this policy. It is therefore our policy to adopt procedures and practices that;

- Does not damage our environment, and not restrict the enjoyment of the environment by others.
- Promote sustainable improvements (where we have an influence) that consider the effects to the environment.
- Accommodate customer environmental requirements and standards within established practices and procedures.
- All wastepaper, junk mail, documentation etc. must be returned to the office via our Site Management for re-cycling in the most appropriate way that does not compromise the integrity of our clients, employees, or the company.
- Arrange for all printer cartridges, toners etc. to be returned to the supplier or designated agent in the envelopes provided for re-cycling.
- Promote the use of recycling banks for bottles, cans, paper, and other waste materials that employees may bring into their place of work.
- Ensure any packaging supplied with any equipment is disposed of in methods that support this policy.
- Seek opportunities and professional advice to adopt further practices that result in generating less paper and less waste.
- Adopt where possible the use of alternative non fossil fuels for company vehicles.
- Establish objectives and targets and track performance against these in order to drive continual improvement of environmental performance.

Specific Aims

As part of our commitment to protecting the environment and reducing waste levels, we have adopted the following specific aims:

- Cultivate a work ethic with a high level of awareness of waste management, waste minimisation and a desire to recycle and reuse materials when practical.
- Promote economy in the use of materials generally and in particular paper and the selection of print formats and document styles in our offices.
- Encourage the use of recycled/reclaimed materials; materials form sustainable sources and those that are suitable for disposal by recycling.
- Favour suppliers who actively operate according to sound environmental principles.

At USSG, we are committed to ensuring that high operational standards are achieved, improved upon, and maintained to ensure a high level of environmental care. We undertake to monitor and revise where necessary, all of our procedures and practices which affect the environment and will improve these procedures where required to prevent environmental damage and pollution

We all have a personal responsibility to maintain and improve the environment in which we live. This company expects all of its personnel and partners to contribute to the fulfilment of this policy

Future Recycling

We intend to:

- Minimise waste by encouraging the exchange and reuse of equipment and materials amongst departments and on our premises and client's sites.
- Develop waste management strategies that include recycling procedures and schemes.
- Encourage employees in our office and on our sites to promote and establish recycling schemes that our relevant to their individual activities.

We are committed to expanding our recycling policy and procedures for recycling other wastes to be developed and implemented in the future, these may include:- Recovery and recycling of ferrous-based materials.

This policy is promoted throughout our company and communicated to all staff via effective training and leadership.

The Managing Director shall review this policy annually and/or following significant changes.

This Policy document has been approved by the USSG Managing Director

Mr M M Rashid Baig

Mr M M Rashi Baig
Managing Director

This policy is reviewed as per the Header