

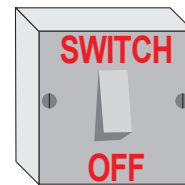
## Employee Energy, Environmental and Sustainability awareness.

Label-form is committed to improving the environment and helping to make our processes more sustainable for our employees, customers and suppliers.

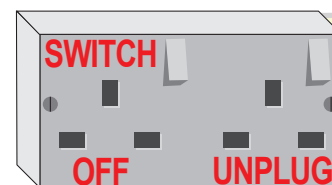
We feel it is important that our employees understand our environmental responsibilities and recognise ours and their obligations to reduce the impact of our business activities on the environment.

To achieve our obligations, we ask all employees to consider and comply, as much as possible, with the following:

- Use energy wisely- turn off lights when not in use.



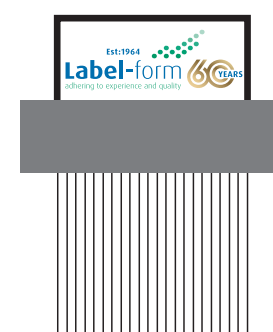
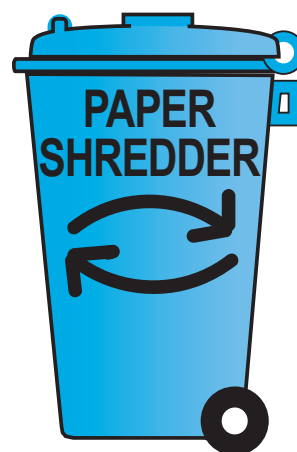
- Turn off all electricals and unplug when not in use.



- We ask that you take all drinking bottles and food waste home with you. Whatever food and drinks you bring into the company, please take it home and dispose in your domestic recycling bins and food waste bins.



- Please put all printed paper waste in the blue bins for shredding and recycling.



- Ensure all label waste is put in the Reconomy cages for Zero to Landfill waste processing.

- Ensure all ink, ink cartridges, rags etc are put in the appropriate containers for processing and recycling.

## DISPOSE CORRECTLY

- Only print necessary paperwork.



**Small changes will make a difference.**  
**Thank you for your cooperation.**