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## MEMORANDUM

From: Peter Swanson, Managing Director

Date: Thursday, 19 May 2005

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### ENVIRONMENTAL POLICY STATEMENT

- 1) INTERTRONICS is a SME primarily involved with distribution of materials to high technology industries. We have no manufacturing at our single site in Kidlington, Oxfordshire, and employ less than 15 people.
- 2) We are committed to the highest standards of environmental care.
- 3) We are committed to complying with all applicable legal requirements which relate to environmental aspects, and to following best practice.
- 4) As an SME, we are not currently registered to ISO14001, but we have this as a medium term goal.
- 5) Wherever possible and practical, we employ the principles of reduction, recovery, re-use and recycling; this especially applies to paper products and packaging, which are our major consumables.
- 6) Very occasionally, we are required to dispose of products and materials (including office electronics such as computers) which might have environmental repercussions if put in our normal waste stream. Our policy is to dispose of these items through approved and correct facilities.
- 7) We are committed to energy conservation (heating and lighting).
- 8) This document is circulated to all employees, and is freely available through our website to customers and stakeholders.