

## **SAVILLE AUDIO VISUAL ENVIRONMENT POLICY STATEMENT**

Saville Audio Visual is a private limited company engaged in the sale, service, hire and installation of audio visual (AV) equipment and presentation systems with fifteen sites nationwide. For ease of control the Company is divided into four main divisions.

- **AV Systems Division:** Designs, builds, supplies, installs and services audio visual systems and its associated technology. Specifies and supplies a wide range of presentation solutions and audio visual equipment including LCD projectors, interactive whiteboards, video conferencing and digital display equipment to a large and varied customer base
- **AV Conference & Live Events Division:** Provides and installs audio visual equipment and lighting for small and large conference presentations and offers daily/short term hire of AV equipment to customers who visit the premises.
- **Central Division:** The administrative division of the Company provides IT, accountancy and personnel services, and advice on Health and Safety, Quality and Environment to the Group. Advertising, marketing and PR are also incorporated within this division.

### **Environment Statement:**

The company recognises that in our day-to-day operations we inevitably impact on the environment in a number of ways and we are committed to minimising the potentially harmful effects of such activity wherever and whenever possible.

We have undertaken to help company staff understand and implement the relevant aspects of this policy in their day-to-day work through the regular communication of objectives and action plans.

We will also ensure that the company's suppliers and subcontractors are aware of this policy and promote the principles of sound environmental practice.

The Board of Directors has ultimate responsibility for the company's environmental policy and performance.

The company is committed to the prevention of pollution and minimising the impact of its operations on the environment by means of a programme of continuous improvement based upon setting and reviewing objectives and targets. In particular The Saville Group will:

- meet and, where appropriate, exceed all relevant legislative and other requirements — where no regulations exist we shall aim to set our own environmental friendly standards
- seek to reduce consumption of materials in our operations, reuse rather than dispose whenever possible, and promote recycling and the use of recycled materials
- address energy efficiency into new/existing buildings and manage energy wisely in all operations
- reduce wherever practicable the level of harmful emissions
- develop products that are safe to use, make efficient use of resources, and which can be reused, recycled or disposed of safely
- work in partnership with our suppliers to minimise the impact of their operations on the environment through a quality purchasing policy
- include environmental issues in discussions with management through meetings and encourage the implementation by all company staff of sound environmental practices
- monitor progress and publish details of our environmental performance on an annual basis
- take such measures, as is necessary, to ensure that any asbestos found on company property is identified, controlled and if applicable, disposed of in a manner that is safe to staff and the environment

**Communicating the Policy**

The environmental policy is communicated in order to raise awareness amongst all company staff. This policy is published on the company's intranet and displayed on company notices in each building.

This environmental policy statement is reviewed annually.

Signed  Date 18-10-2010  
(Chairman)