



## Our Commitment

Irrespective of the size, all businesses have an impact on the environment, and Hugh Symons Information Management is no exception. We believe that we have a responsibility towards our environment and its future.

We believe the way we conduct our business should reflect this.



We have carried out an assessment of our impact on the environment (environmental footprint) and we have set ourselves targets to minimise our effect on it.

## Our Targets

As part of our commitment to lessen our impact on the environment some of the targets we have set include:

- Carefully controlling and recycling our waste.
- Reducing our energy and water consumption.



- Promoting environmental thinking amongst our staff.
- Utilizing "green" transport where possible including promoting car sharing.
- Purchasing from "green" suppliers where feasible.

## ISO 14001 Accreditation

ISO 14001 is the internationally recognised standard for Environmental Management.

Hugh Symons' Environmental Management System (EMS) conforms to this exacting standard.

We join with thousands of other organizations in this country and all over the world who are committed to running their businesses in a responsible and ethical manner.



As part of our accreditation to ISO 14001 we are subject to regular checks on our working practices by a recognized third party organization who ensures we maintain and continuously improve our approach to the environment.





## Our Business

Hugh Symons Information Management was established in 1974 and is one of the leading document scanning bureaux in the UK.

We offer environmentally friendly document conversion services for all types of documents and microfilm.

We operate to all recognized British Standards for our industry, including ISO 9001, ISO 27001, BS 10008, and ISO 14001, to provide a secure scanning service to the public and commercial sectors.

The services we provide assist other organizations to achieve an environmentally friendly approach to document management and the paper-lite office.

We can all play a part in planning for a secure future for the environment and a secure future for business.

***"Nobody can do everything—but everyone can do something"***



***"Think globally—act locally"***

Think green and re-cycle:

- **Paper & Stationery**
- **Cardboard**
- **Plastic Cups**
- **Metal Cans**
- **Toner Cartridges**



This leaflet was produced from re-cycled information



Protecting the  
Environment  
for a  
Secure Future