



INTERNATIONAL MOVING

ENVIRONMENTAL POLICY

1. Mission statement

Brytor recognizes that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same.

We endeavour to:

- ✓ Comply with and exceed all relevant regulatory requirements.
- ✓ Continually improve and monitor our environmental performance.
- ✓ Continually improve and reduce environmental impacts.
- ✓ Incorporate environmental factors into business decisions.
- ✓ Increase employee awareness and training.
- ✓ Develop an environmental-focused way of thinking.

That being said, our goal is to promote and maintain a clean, green environment. In order for us to achieve this goal, the following procedures are followed for the disposal and recycling of all materials that are used or sent to Brytor. A third party company handles the removal, sorting and recycling of all materials. This company has been thoroughly investigated by Brytor, to ensure that the proper procedures are being followed for the disposal and recycling of all debris.

2. Operational debris

- **Garbage & Wood:** All items that are not a corrugated cardboard, newsprint or plastic product are disposed of into a designated removal bin. When this bin is emptied, it is taken to a sorting station where all recyclable items are removed and only the non-recyclable items are sent to landfills.
- **Cartons/Corrugated Materials:** A selection of reusable cartons that are received are sorted and stored in a designated area of Brytor's warehouse. All remaining cartons and corrugated materials are sorted and compacted into bails. The bails are then sold to a recycling company for recovery and future use in the making of new products.
- **Newsprint:** All newsprint is sorted and then compacted into bails. The bails are then sold to a recycling company for recovery and future use in the making of new products.

- **Plastic:** Plastic sheeting and bubble wrap is sorted then compacted into bails. The bails are then sold to a recycling company for recovery and future use in the making of new products.

3. Office debris

- **Non-recyclable materials:** All non-recyclable materials are disposed of in small garbage cans located in each office. Three times a week these bins are emptied into garbage bags. These bags are taken and put into the proper removal bins, the same bins as indicated above for the operational debris.

4. Paper

- We will minimize the use of paper in the office.
- We will reduce packaging as much as possible.
- We will encourage our customers that pack their own shipments to take and use used cartons.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.

5. Energy and Water

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

6. Office Supplies

- We will evaluate if the need can be met in another way before consuming another recyclable or non-recyclable product.
- We will evaluate if renting/sharing is an option before purchasing equipment.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favor more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to.

7. Transportation

- We will reduce the need to travel, restricting to necessary trips only.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.

- We will make additional efforts to accommodate the needs of those using public transport or bicycles.

8. Maintenance and Cleaning

- Cleaning materials used will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- We will only use licensed and appropriate organizations to dispose of waste.

9. Monitoring and Improvement

- We will comply with and exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training.
- We will review this policy and any related business issues at our monthly management meetings.

10. Culture

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- We will provide staff with relevant environmental training.
- We will work with suppliers, contractors and subcontractors to improve their environmental performance.
- We will use local labour and materials where available to reduce carbon emissions and help the community.

Revised and updated in 2019
