

# LANGUAGE REACH

## Environmental Policy - Language Reach Ltd

### Introduction and aim

Language Reach is a translation agency, with its head office based in London, UK. Our main services are translation and interpreting, provided to both businesses and individuals. As we provide a digital service there is no physical waste produced within our procedures. We deliver our translations digitally with some exceptions for when certified translation required wet signatory. Our general office waste is separated accordingly where recyclable waste is collected on a weekly basis.

### Responsibility

This environmental policy applies to all of our operations including management, office services, printing, delivery and procurement. Kiran Adatia (MD) is responsible for ensuring that the policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

### Resources

We will ensure that resources are available to enable us to achieve our objectives and targets.

### Objectives

We aim to:

- Deliver as many translations as possible digitally with no need to physically print and post.
- Use smart electricity components so lighting and computing power turns off when not in use.
- Inform all customers and suppliers of our commitment to reducing our environmental impact.

### Targets

To achieve our aims, we have set ourselves the following targets:

- Define good housekeeping for purchasing and disposing waste into the correct bins for recycling.
- Work toward pushing authorities to accept digital stamps for certified translations when necessary.

### Monitoring and auditing

Progress against these objectives will be monitored through monthly management meetings.

### Communication

This environmental policy is available on request. This policy is also available on our website at <http://www.languagereach.com>