



## Ethical, community spirited and environmentally aware



XMA is at the heart of a number of communities; our customers across the UK, our staff and the local area in which we operate. Within these communities we have different roles and responsibilities which we take very seriously. Consequently, we strive to be caring employers, responsible citizens and considerate neighbours.

### Saving the environment

XMA recognises the need to protect our environment and set up an environmental committee more than five years ago. Members focus on ensuring we reduce the environmental impact XMA has and promote ways for our staff, customers and the wider community to make positive contributions.

### Reduce

XMA has minimised environmental impact by reducing the weight and size of our packaging in partnership with our packaging supplier.

A print management system has been installed in half of our business to reduce print volume and, consequently, paper and ink waste. This has already reduced the number of A4 paper packs by 41 per cent. Digital address printing direct onto communications further reduces envelope and label usage. Meanwhile, an increasing amount of our letters and flyers are sent electronically to save paper, ink and fuel.

Our annual water usage has also been reduced thanks to the installation of push taps and toilet flush systems with half flush options. And we aim to reduce our annual electricity consumption by five per cent – by switching off lights and electrical equipment.

### Reuse

We work with key customers to use re-usable plastic boxes for product deliveries instead of cardboard packaging.

### Recycle

XMA recycles as much waste as possible (we estimate up to 70 per cent) including toner cartridges, tin cans, paper and electrical equipment and 100 per cent of our wood and cardboard waste. We also recycle all of the hard-wall plastic cups used within the business.

Plus, our training literature is produced on 100 per cent recycled paper and recycled or FSC managed paper is used for all external communications. Even promotional items we purchase like t-shirts and pens are often made of recycled or environmentally friendly materials.

### Conserve

Around 75 per cent of all XMA light bulbs are energy saving and we use automatic shut-down switches for all electrical & ICT equipment in board rooms. Our plant machinery and vehicles are regularly maintained to run at optimal efficiency and we also optimise loading capacity. To ensure we continually improve energy use is carefully monitored to identify opportunities for improvement.

## Supporting our staff

XMA is keen to encourage each and every individual to take the small steps that can, eventually, add up to a huge effort. For example, we encourage staff participation in an annual environmental day. Regular updates from our committee and a microsite for staff ensure the momentum is maintained permanently.

We support staff in cycling, running or walking to work and provide showers. We have also worked with our local council to deliver initiatives to help smokers stub out their cigarettes – for good.

## Playing our part in the community

One of the schemes we are most proud of is our partnership with Highbank Primary School. As part of that partnership, XMA Head of Solutions has become a school governor and offers ICT advice and support. Pupils benefit from stock donations and we also offer IT training to Highbank teachers and teaching assistants. The school has also benefited from XMA volunteers redecorating the school's dining room and sports hall.

Other local schools and community organisations also benefit as we offer work experience and hold competitions for pupils to win their school new ICT equipment. We are also running a pilot scheme with Djanogly Academy, Nottingham to encourage pupils to take part in a Diploma covering technology solutions. In addition we sponsor a local indoor cricket team and our used office furniture and computers always go to good causes.

## What next?

XMA has been awarded ISO 14001: 2004 accreditation, a standard that sets out how an organisation can go about putting in place an effective Environmental Management System (EMS). XMA has demonstrated our EMS has met all the requirements & best practices of the standard. We have formalised our best practices that we were already following and put processes in place to ensure they are continually followed. We will now monitor & continually improve our environmental performance on an ongoing basis.

XMA has already started work towards carbon neutrality for its own carbon footprint. Now, we plan to go further by extending some of our initiatives across our enterprise:

- Reducing paper consumption and weight of packaging
- Print management system installed in remaining 50 per cent of company
- Viability of solar and wind powered electricity investigated
- Support a travel plan to find alternative ways for staff to get to and from work
- Development of more partnerships between local schools and Nottingham Wildlife Trust to assist schools reduce their carbon footprint

