



# Water Policy

## Declaration of Commitment

As a key component of its Corporate Social Responsibility Programme (ReSPECT) Hallmark is committed to responsible management and will practice water efficiency throughout all its premises, plant and equipment, wherever it is cost-effective to do so.

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### Policy

Hallmark believes in effective controls for water consumption in order to:

- Protect the environment.
  - Avoid unnecessary expenditure.
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### Objectives

- To reduce total water consumption on a year on year basis.
  - To effectively manage and monitor water consumption across our main sites to identify any opportunities for improvement.
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### Personal Responsibility

**Compliance Manager** – To provide information and advice on all aspects of water management, raise levels of water awareness amongst the senior management team and wider business, and identify areas of underperformance whilst suggesting measures for improvement. Hallmark Employees – Encouraged to participate in excellent housekeeping practices; minimising usage and cost.

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### Review Mechanisms

Compliance Manager to produce monthly performance reports and analysis of savings resulting from implemented projects. These will be presented at Compliance Meetings and escalated to board level if deemed necessary.

**New Equipment Purchase** – All areas of the business undergoing refurbishment or subject to new installations should consult the Indirect Procurement Team, and Technical Services Team for advice on water consumption and efficiencies of proposed additions to sites. It is recommended that all areas of the business are put on separate water meters to enable accurate consumption figures and to enable local reduction targets.

Signed By: John Franey – Supply Chain Director

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