Sustainability Policy & Processes



The vision of creating a sustainable business is motivating for our employees and customers. By educating our staff about sustainability we are helping them foster their commitment to the cause and share this message with our customers.

ACS company policies are displayed throughout our Head Office on notice boards. We promote sustainability to employees through training, our company induction presentation, ACS intranet system called "The Hub" and staff newsletter.

A company's sustainability strategy requires the commitment of its Board of Directors and senior management to drive the message through their organisation and deliver it with authority. The leadership and guidance in the application of our sustainability principles encourages our employees to comply with this strategy. Each Director, Manager and Supervisor also have responsibilities and we expect all employees to abide by the Policy.

Different departments can promote sustainability in various ways, for this to be long lasting it must be incorporated into day-to-day activities and performance. All policies have been integrated into our business systems, the key to success is incorporating sustainability into company decisions by identifying, measuring and reporting, both internally and externally, the present and future impacts of our products and services.

Our sustainability aspiration is to operate to the highest professional standards to meet the needs of our customers and provide sustainable solutions for them by working towards combined goals and objectives. We are committed to continual improvement and delivery of sustainable business processes and practices in those areas where we have direct control.

We always presume sustainable and environmentally conscious procurement is high on the agenda of our customers, we understand this area of our business is at the forefront of their thinking. We further realise our environmental impact contributes to the environmental performance of our customers and by selecting suppliers with the right credentials is essential in maintaining an overall responsible green profile.

ACS seeks to secure relationships and partnerships with those suppliers who conduct their business operations and buying practices in line with Fair Trade Principles and the Modern Slavery Act 2015. We have adopted stringent standards and implemented strong policies which we expect our supply chain to comply with. To ensure compliance we check the profile of every new supplier and require each to complete a Supply Chain Questionnaire, which we then assess. For those organisations who pass our evaluation we then obtain a signed agreement and only engage suppliers when we are confident there are no conflicts with the standards set out in our own policies.

By ensuring conformity with our strict standards we are able to give customers confidence that throughout all areas of our supply chain, no modern slavery or human trafficking is carried out. Also, their goods have been produced lawfully through fair and honest dealings without exploiting the individuals who made them and in decent working conditions.

We re-evaluate our supply chain quarterly and annually through reviews and KPI monitoring this ensures our original selection criteria is still being maintained throughout their agreement with ACS.

ACS is committed to providing sustainable solutions for our customers and working towards combined goals and objectives. We provide a comprehensive own range of recycled and environmentally friendly products and work only with paper suppliers who are accredited to supply products certified by FSC.

Our catalogue clearly indicates over 3000 environmentally responsible products including unbleached, recycled and FSC approved products. We therefore select products that meet the needs of an environmentally sound organisation, these verifiable credentials must permeate throughout our supply chain from raw materials sourcing to manufacture and final delivery to the end-user.

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Our own brand products are re-manufactured in the UK and, where possible, parts are recycled for re-use, however, only if they are 100% fit. Parts which need to be replaced can vary from product to product and all components are completely replaced where necessary.

We work hard to give customers a choice in procurement so there is always a more environmentally advantageous product available. Our vendor management team reviews our product range annually, working hard to ensure if an environmental alternative is available it will be added to the range and where it makes sense we are actively looking to switch from regular to environmentally sustainable products.

This policy statement is approved by our Commercial Director, Harry Stevenson, who is responsible for sustainability matters.



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