



## Environmental Policy

Established in 1987, Cymen is one of the most highly respected and innovative Welsh translation companies in Wales, providing written and simultaneous translation. The office is based in the historical town of Caernarfon in North Wales, where our team of translators strive to provide the best possible service to our customers.

Having reviewed every aspect of the business to identify which areas are most relevant to us in environmental terms, we will endeavour to use our resources efficiently in order to reduce our environmental impact. We intend to review our progress against targets and will take action where needed to improve those targets and achieve our aims and objectives.

Considering the nature of our work, the main areas which are relevant to Cymen are energy, transport, waste and recycling. We strive continuously to make better use of resources, by minimizing their use and by re-using and recycling, but we specifically plan to:

- Continuously review every aspect of the business in order to identify what we can do to use less energy, for example, by encouraging staff to switch off their computers after work
- Review our use of paper, and think of other ways to save it, for example by storing more information digitally on the computer
- Put an emphasis on recycling, and encourage staff to do so – we are keen to recycle as much as possible
- Endeavour to prevent pollution
- Make sure that Cymen continues to support and use Fair Trade products

As well as complying with legal and other requirements, we consistently and continuously monitor our environmental performance as a company through an annual review.



**Aled Jones**  
Director

**Manon Cadwaladr**  
Director

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