



# Rocolo

## Secure services for Small and Medium Enterprises:

- Secure document storage
- Secure shredding
- Secure storage of equipment and components
- Small office recycling services

www.rocolo.co.uk 0191 512 6677

Internal document storage systems can very easily slip into disorganised chaos. This seriously impacts on your staff's time as they try to track down archived documents. The cost can be enormous if you have to conduct an onsite VAT or tax investigation.

By allowing Rocolo to manage your document storage, you increase space in your own offices and can have easy access to your documents whenever required. Your document might be offsite but it will never have been closer to hand.

### *Rocolo's suite of services includes:*

#### **Document Storage**

Document storage, preparation and indexing, enabling fast retrieval of paper documents. Reduce your clutter and make more productive use of your office space with our archiving services. An organized and efficient storage system for your files saves time and resources for you and your staff.

#### **Document Scanning**

Document scanning offering immediate offsite viewing. Scanning and digital storage provides an efficient and cost-effective way of managing your company's documents. The entire contents of a filing cabinet will fit onto a single CD which can easily be searched from your desktop.

#### **Secure Shredding**

End of life secure shredding at our premises. When the time comes to dispose of your old documents it is essential to do so in a way that complies with the data protection laws. Rocolo can do this for you with our secure and confidential document shredding service. Shredded paper is recycled and we sponsor Tree Appeal to plant a tree on your behalf\*, providing you with a recycled certificate of secure destruction.

#### **Meeting Facilities**

Meeting facilities enabling you to conduct any sensitive random VAT or tax enquiry away from your office premises with your paper documents at hand along with instantly viewable PDF versions. This speeds up the process and instils confidence in the investigator, keeping any professional accountancy fees to a minimum.



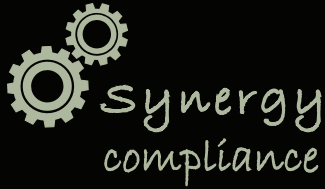
\* based upon a minimum quantity of documents



Planting trees to offset  
the printing process



## *Integrated Environmental Services*



Support, advice and practical help to achieve compliance with the **Producer Responsibility Obligations (Packaging Waste) Regulations**

[www.synergycompliance.co.uk](http://www.synergycompliance.co.uk)



Providing compliance for producers registering under the **Waste Electrical and Electronic Equipment Regulations (WEEE)**.

[www.we3compliance.co.uk](http://www.we3compliance.co.uk)



**PETER THOMPSON  
ASSOCIATES**

Environmental consultancy service for all aspects of  
**Producer Responsibility Obligations (Packaging Waste) Regulations**  
**Packaging (Essential Requirements) Regulations**  
**Waste Electrical and Electronic Equipment Regulations**  
**Environmental and waste management issues**

[www.ptaonline.co.uk](http://www.ptaonline.co.uk)



**Secure services for Small and Medium Enterprises:**

- Secure document storage
- Secure shredding
- Secure storage of equipment and components
- Small office recycling services

[www.rocolo.co.uk](http://www.rocolo.co.uk)



*Our group of companies provide integrated environmental consultancy, compliance and practical help with packaging, waste and WEEE regulations, document management and recycling services.*



Planting trees to offset the printing process

# Environmental Statement



We recognise that, like all organisations, the group's activities and services have an impact on the environment. We are committed to managing our activities and services in a responsible and effective way. We shall also continually endeavour to improve our environmental performance where practicable, in line with other business objectives by regularly setting documented environmental objectives and targets.

*In seeking to minimise harmful environmental impacts associated with our activities we shall:*

*As a minimum standard, seek to comply with all applicable environmental legislation and other requirements.*

*Strive to prevent pollution by proper treatment and management of wastes arising from our activities and services, whether they are discharged to air, land or water.*

*Manage natural resource use associated with our products, activities and services in such a manner to minimise unnecessary or avoidable consumption and waste.*

*Where practicable, will work with clients to reduce their environmental impact.*

## Company Travel

Our company is committed to reducing business miles by efficient use of telecommunications - for example, conference calls and emails. Fuel economy is a major consideration with regard to our company vehicles. When business travel is absolutely necessary, we co-ordinate our journeys to ensure the maximum number of business visits to miles travelled. Additionally, we regularly grant short notice appointments to visit our offices, assisting our clients in maximising their business travel. Whenever appropriate, preference is given to rail travel. We also regularly attend networking events which successfully maximises the ratio of people seen to miles travelled.

## Office Material use

We are very committed to the policy of:

### Reduce - Reuse - Recycle

In choosing office stationery, strong consideration is given to its source and its recyclability. With paper products we opt for FSC approved and recycled products wherever appropriate. Where possible we reduce the need to print documents by emailing and providing downloadable PDFs from our website. Where printing documents is absolutely necessary it is our company policy to offset this process by planting native broad leaved trees through the environmental initiative, Tree Appeal. Our commitment to Tree Appeal is to plant trees in school grounds where we not only sponsor the growing of trees but the growing of young minds.

## Office Recycling

We have a 100% recycling policy, whereby all of our paper and cardboard is sorted and securely shredded on site. When we acquire suitable quantities of shredded paper we dispatch to the appropriate recycling centres.

## Our commitment to tree planting

We seek to make a positive contribution to the environment, natural habitats and biodiversity through our partnership with **Tree Appeal**. Tree Appeal plants trees to promote biodiversity, create habitats and improve the environment for people. The trees are sponsored by environmentally responsible businesses like Rocolo that want to make a positive contribution.

Through Tree Appeal's **Trees for Schools** initiative, many of these trees are planted in the grounds of schools throughout the UK, usually by the children themselves. This helps create woodland habitat, increases biodiversity and, most importantly, provides an excellent learning resource - planting the trees, watching them grow, seeing how wildlife is encouraged, charting the changing seasons and weather.



*This document is communicated to all employees and relevant parties and is made available to the public. It shall be the responsibility of everybody in the company to ensure that the policy is applied at all times.*

**Vicki Peck**, Director

**Peter Thompson**, Compliance Director



Planting trees to offset the printing process



## Our commitment to tree planting



Like all organisations, we recognise that our companies' activities and services have an impact on the environment. In order to offset our companies' combined ecological footprints, which includes our print production, we are committed to making a positive and very long-term contribution to our planet by sponsoring Tree Appeal. By planting native broad leaved trees we promote biodiversity, create habitats and improve our environment for this and future generations.



[www.treeappeal.com](http://www.treeappeal.com)



Trees planted  
to date:  
**2200**



Trees are the longest-lived organisms in the world. They provide homes and food for innumerable species of birds, mammals and insects. By planting trees today we are ensuring the survival of species threatened by habitat loss, maintaining the ecosystems on which our lives depend and safeguarding our ecological heritage for future generations.



**Tree Appeal** plants trees to promote biodiversity, create habitats and improve the environment for people. The trees are sponsored by environmentally responsible businesses that want to make a positive contribution and reduce their Ecological Footprint.



Through Tree Appeal's **Trees for Schools** initiative, many of these trees are planted in the grounds of schools throughout the UK, usually by the children themselves. Trees

for Schools is designed to encourage schools to make the most of their grounds by planting trees. This helps create woodland habitat, increases biodiversity and, most importantly, provides an excellent learning resource - planting the trees, watching them grow, seeing how wildlife is encouraged, charting the changing seasons and weather. *Our team had the opportunity to assist Professor David Bellamy with the hands-on planting of several hundred of our sponsored trees, which you can see in these pictures.*



Planting trees to offset  
the printing process