

Director: Keith Ginn
Signed: *K Ginn*
Date: 4th January 2023
Next Review: 3rd January 2024

Environmental Policy

1. Introduction

- 1.1 We recognise that in pursuing its objectives, it has a responsibility to protect and nurture the environment. By exercising proper control over its activities the company will promote the use of sustainable resources and discourage wasteful or damaging practices.
- 1.2 This Environment Policy Statement sets out the company aims and objectives for safeguarding the environment. It comprises a Policy Statement and details the organisation and arrangements for implementing and monitoring the Policy.
- 1.3 Under the authority of the main Policy will be a series of specific policies aimed at identified environmental issues. The specific policies set the standards for managing these issues and will be further supported by guidance to assist those responsible to meet the standards.

2. Policy Statement

- 2.1 This statement applies to all land, premises and activities within our control.
- 2.2 We are committed to the conservation and improvement of the environment and to minimising the environmental impacts of the risks arising from its activities.
- 2.3 The company will manage its operations in ways that are environmentally sustainable and economically feasible and provide appropriate environmental education programmes for its staff.
- 2.4 In order to achieve this aim the company has the following key objectives:
 - a. to promote sound environmental management policies and practices throughout all company sites;
 - b. as a minimum, to comply with the requirements of relevant legislation;
 - c. to make efficient and environmentally responsible use of energy and water;
 - d. to promote environmentally responsible procurement of goods and services;
 - e. to minimise waste production as far as is practicable, to reuse or recycle waste where appropriate and to regulate the treatment and disposal of residual waste;
 - f. to reduce and, where practicable, prevent pollution;

- g. to minimise the impact of transport on the environment arising from its own vehicles and those brought onto site;
- h. to minimise any adverse environmental impact of any new development;
- i. to maintain all company premises in an environmentally sensitive way;
- j. to minimise the adverse environmental impact of the decommissioning and disposal of company assets;
- k. to communicate within the company and to the outside community the company's environmental performance;
- l. to raise awareness of staff of the companies environmental impact, activities and performance and to promote individual good practice.

3. Responsibilities

- 3.1** The main responsibility for implementation of this policy lies with the Director who will oversee the implementation of the policy and ensure the company performance meets the standard.
- 3.2** Managers are responsible for ensuring compliance with Environmental Policy within their area of control.
- 3.3** The company will actively monitor the performance of contractors in the implementation of the key implementation of the key objectives of this Policy in the activities under their control.
- 3.4** Whilst the company accepts the main responsibility for implementation of this policy, individuals have a very important role in co-operating with those responsible for safeguarding the environment. Individuals are required to abide by rules and requirements made under the authority of this policy.

4. Organisation and Arrangements

- 4.1** Many environmental issues, including hazardous waste disposal, the keeping of radioactive materials, releases of substances to atmosphere, are also of concern because of their health and safety implications and are already the subject of arrangements made under other Health and Safety Policy.
- 4.2** In order to implement the Environmental Policy the company has established clear lines of responsibility at Director level. Individual Managers are required to make arrangements for promoting environmental awareness and dealing with environmental impacts encountered within their sphere of activities.

5. Sites Management

- 5.1** The basic infrastructure of the company, including policy on planning, transport, water and energy use, waste, litter, and therefore its impact on the environment, in most cases, comes under the responsibility of the Director.
- 5.2** The Director is responsible for the maintenance of premises and is also responsible for those parts of the site not associated with individual Directors and departments, e.g. roadways, footpaths, and car parks.

5.3 The companies supply and distribution of water, electricity and gas are managed by the Director and Site Manager who:

- a. Provides advice on energy and water conservation issues;
- b. Co-ordinated the purchase of utilities; and
- c. Monitors the companies' utility costs and consumption.
- d. Purchases and arranges delivery of materials with consideration to environmental issues.

6. Departments

6.1 The Directors are responsible to the company for ensuring that risks to the environment arising from contractors' activities are properly identified and controlled in conformity with this policy. The Director is also responsible for promoting environmental awareness and good practice.

6.2 In discharging their duties, the Director may need to appoint Environmental Coordinators. In delegating some of the day-to-day tasks to such people the Director must ensure that they have appropriate experience, special knowledge (of the equipment, process, materials or activity), appropriate training and adequate resources (especially time) to carry out the tasks. The duties of such persons should be agreed by the Director in a written statement of duties and responsibilities.

6.3 In particular Directors must ensure that:

- a. environmental issues are included in appropriate local policies that are disseminated throughout the company.
- b. consideration is given to the environmental impact of all activities under their control and that, in certain circumstances where required by current company policy, an environmental impact assessment is carried out and that appropriate action is taken to eliminate or control the impacts identified, in particular to:
 - i. minimise waste;
 - ii. minimise energy use;
 - iii. minimise discharges;
 - iv. consider impact of purchases.
- c. there is effective consultation and co-operation with staff and contractors and arrangements exist for raising environmental matters;
- d. suitable monitoring and review arrangements are introduced to ensure company policy and department rules are being adhered to;
- e. proper arrangements are made for the segregation and collection of waste in conformity with company Policy.

7. Responsibilities of Supervisors / Managers

7.1 Persons in supervisory positions, including any such persons not actually employed by the company, have special responsibilities with regard to risk to the environment when in charge

of employees or visitors, either individually or in groups. Such persons must ensure that adequate consideration has been given to risks to the environment and appropriate action is taken to eliminate or control the risks. In cases of uncertainty, expert advice should be sought in the first instance through the Environmental Services Officer and the sites Co-ordinator.

8. Responsibilities of Individuals

- 8.1** Individuals have at all times a duty to conduct themselves and to do their work in such a manner to safeguard the environment.
- 8.2** Individuals have a duty to co-operate with the company in complying with Policy requirements that relate to their activities and actions in case of emergencies. In addition, there is a duty to report incidents that may cause harm to the environment.

9. Energy and Water Conservation Procedures

- 9.1** An energy policy should be seen to support the environmental policy's aims and objectives and is a proactive move towards establishing an Environmental Management System (EMS).
- 9.2** The Company accepts its responsibility to manage its utilities in energy and water in an environmentally sustainable manner.
- 9.3** Mount a campaign to promote staff and customer awareness on utilities consumption and waste.
- 9.4** Determine energy efficient methods on all new and refurbished buildings whilst using sustainably produced materials and increased use of natural daylight and solar heat. Estimate costs and pay back savings.

10. Paper

- 10.1** The re-use of discarded photocopying paper and of redundant paper retrieved by the business as note paper has reduced the amount of paper removed by the office and avoided the need of purchasing pre-printed faint ruled note pads.
- 10.2** The introduction of a PC to every member of staff has materially affected the amount of paper purchased by the company, and has resulted in an increase consumed. We have set about redressing this increase by implementing the following.
 - Re-using single sided paper for drafting purposes.
 - Wherever possible electronically issuing information to recipients
- 10.3** We have also looked to receive all our incoming enquiries issued to us electronically. We are looking to develop our internal processes to reduce the amount of paperwork generated with our suppliers. We currently use e-mail trading for our purchases and payments to staff and sub contractors are made via BACS.

11. Vehicle Emissions

- 11.1** The largest are of our carbon footprint is vehicle use for transporting personnel and materials to and between sites.

12. Electricity

12.1 We have set about a maintenance and improvement policy to replace our lighting with low energy bulbs.

Our switching arrangements have been altered to provide more direct, local control to reduce use and PIR detection for our external security lighting. The internal layout of our building has been designed to ensure that installed glazing fetches natural daylight into internal lobbies and otherwise artificially lit areas.

At our sites, we have installed timer devices on our lighting systems to control timing of Operation.

13. Policy Review

This policy will be reviewed annually or when significant changes are identified as to the way in which environmental issues are managed.