

Environmental Policy

Version 7

Approved by David Layland on 5th January 2018
Amended on 5th January 2018.

A paper copy of this policy is kept on File. An electronic copy of this policy can be obtained by request from head office.

A copy of this policy has been made available to the persons listed below, who are responsible for circulating this policy as appropriate to interested parties.

Richard Podmore, David Layland – Joint Managing Directors

By virtue of fully completing this interactive Environmental Policy template, we have ensured that it remains legible and is fully identifiable.

This policy will be reviewed on an annual basis or sooner should legislation change.

This policy should be considered as part of a set of policies specific to the company that includes: -

- Health & Safety Policy
- Waste Management Policy

Definitions
For the purposes of this document, the following terms apply:-

Senior management is defined as the Joint Managing Directors of the organization.

Environmental aspects are the elements of the company's activities, products and services that can interact with the environment.

Environmental impacts are the changes to the environment that result from the companies environmental aspects.

Environmental Policy Statement

The company acknowledges that the environment can potentially be impacted by any of its activities, products and services. This policy sets out how the organization will manage, monitor, measure and otherwise be accountable for its on-going environmental performance and the protection of the environment by its activities.

In the implementation of our environmental policy, we will observe the following practices:

- Be conscious of the environment both within and beyond our immediate operations and to take steps to prevent pollution and to minimise environmental harm and nuisance
- Monitor and comply with legislation, regulations and codes of practice on environmental matters relevant to our operations
- Build an environmentally friendly work culture through training and high quality communication with all staff and provide a framework for setting and reviewing our environmental targets and objectives
- Monitor review and continually improve our environmental performance
- Be pro-active in minimising our production of waste and re-using or recycling materials
- Committed to comply with applicable legal requirements and with other requirements to which relate to our environmental impacts
- Actively protect the environment.

The company is committed to prevent pollution wherever possible and will ensure that as well as optimising new products, services and processes to facilitate this prevention, existing systems and processes are reviewed in order to identify areas for pollution prevention. For each product, service, system or process, this will be achieved by:-

- Minimising vehicle emissions by efficient route planning and switching to more eco-friendly transport
- Minimising the environmental impact of business travel
- Reducing the consumption of resources such as paper and plastic
- Eliminating & reducing the use of polluting materials or technologies;

- Transferring materials or waste outside of the company for recycling or reuse; and, minimising waste to landfill
- Minimising energy use by ensuring when vehicles, equipment or machinery are not in use that they are switched off and/or unplugged
- Continually re-assessing changing technology, business requirements and best environmental practices

We will integrate environmental management procedures, processes and planning with the general operations of the organization to maximise the potential reduction of the organizations environmental impacts.

Where possible we will ensure that products are designed and developed in such a way as to reduce the environmental impacts of their users.

Through the use of environmental performance evaluation procedures and key performance indicators, we will seek continual improvement in our environmental performance. This will be achieved through the proper implementation of its environmental management system. The design, development and management of the environmental management system, related procedures and indicators are the responsibility of the Joint Managing Directors.

It is the responsibility of the Joint Managing Directors to ensure that this policy is implemented throughout the company and is regularly maintained and kept up to date with current legislation.