

COMPANY ENVIRONMENT POLICY

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Introduction

Absols Limited recognises the importance of protecting the environment, its flora and fauna. In undertaking its business, the Company also acknowledges the need to ensure that appropriate procedures and control measures are put in place, as it has the potential to cause significant, lasting damage to the environment.

1.1 Objectives

- 1.1.1 The Company will ensure that, in pursuance of its business operations, such procedures and control measures are in place to safeguard the environment, whether required by statute or otherwise.
- 1.1.2 The Company undertakes to keep to a minimum all forms of pollution, whether by deposition of materials, discharge of fumes or dust or the generation of an unnecessary noise nuisance.
- 1.1.3 As far as possible, the Company will endeavour to ensure that its Environmental Policy is actively followed by all of its employees.
- 1.1.4 To provide practical, measurable and improving outcomes of good environmental practise in line with the requirements of the Waste Electrical and Electronic Equipment Regulations 2013

2.0

Environment

Policy Statement

Absols Limited recognises the need to minimise its impact on the environment and that the effective management of environmental issues is vital to the ongoing success of the business.

While all employees have a responsibility to carry out their tasks giving due regard to the environmental implications, the management accepts that it is responsible for ensuring that statutory requirements are met and relevant codes of practise followed in order to guarantee ongoing environmental compliance.

Absols Limited is committed to minimising damage and impact on the local environment and community. This will be achieved through the promotion of the use of energy efficient appliances and taking positive steps in line with the WEEE Directive to minimise effectively dispose of materials waste, as well as energy and water consumption as much as possible. The management will provide sufficient training and information to enable all employees to work in accordance with this Policy.

We recognise that waste management is a key issue for our business, and as a result, we are committed to liaising with our suppliers and customers to promote the best possible environmental practise in the selection, use and disposal of the products and materials. Through effective management of the supply chain and good housekeeping, unnecessary loss through damage will be minimised, and a safe disposal programme for electronic equipment will be used.

The management, employees and others working on any site on behalf of Absols Limited need to remember that environmental controls must be maintained at the highest possible level, and that continued improvements in environmental performance can only be achieved by the co-operative efforts and total commitment of everyone within the business.

The management will at all times refer to (BATTRT) Best available treatment recovery and recycling techniques and (WEEE) treatment of waste electric and electronic equipment from www.defra.gov.uk to ensure compliance and best routes available.

Ian Wilkinson
MANAGING DIRECTOR

3.0 Methodology for Implementation of Objectives

3.1 General

- 3.1.1 The Policy has the full support of the Directors of Absols Limited, with the Managing Director taking responsibility for ensuring its implementation.

3.2 Raising Awareness

- 3.2.1 At the commencement of employment, all Company employees will be made aware of this Policy and their role within it, as part of their standard induction.
- 3.2.2 All company employees will be kept informed of current environmental issues from clearly identifiable information sources, e.g. websites, journals, books, etc

3.3 Training

- 3.3.1 Those company employees responsible for implementing this Policy will undergo training on an ongoing basis e.g. Environmental Seminars and 'in-house' briefings and presentations.
- 3.3.2 Other employees will also receive training such as tool box talks and presentations, and also be encouraged to embark upon training programmes.

3.4 Integration of formal environmental protection procedures into the Company's day to day operating procedures

Managing the Company's environmental responsibilities effectively requires that suitable operating procedures are automatically incorporated. The strategy for ensuring this requires:

- 3.4.1 Environmental issues to be considered separately whenever risk assessments are undertaken either at design or operational work stages.
- 3.4.2 Method Statements will be formulated to eliminate/ minimise environmental damage.
- 3.4.3 Environmental matters will be monitored at the workplace point of operations by a responsible person who reports to the Managing Director.

3.5 Regular Reviews + Reporting

- 3.5.1 An annual review of the Company environmental performance will be completed in respect to all electronic waste disposal and other environmental considerations.

4.0 Specific Environmental Concerns and Responses

The principle of the Absols Limited environmental effort is to 'Manage Responsibly'.

This will be done through our employees following a 4 point action plan built around key areas of concern regularly encountered during the Company's standard operations.

4.1 *Materials*

- 4.1.1 All materials will be used in accordance with the manufacturer's instructions and COSHH assessments. Any surplus material will be disposed of in an authorised manner in accordance with the Environmental Protection Act 1990 and Waste Electrical and Electronic Equipment Regulations 2013
- 4.1.2 All Office Paper will be sourced from sustainable sources which are preferably FSC Chain of Custody Certified.

4.2 *Electronic Equipment*

- 4.2.1 All electronic equipment will be in good condition and regularly serviced. Regular Inspections will be made by the user with any defects logging and reported to the line Manager in order for the defect to be rectified without delay.
- 4.2.2 Where defective electronic equipment cannot be repaired it will be disposed of via licensed operators in line with the WEEE Directive, and the necessary waste transfer notes will be retained on record.
- 4.2.3 Alternative companies sourced who recycle electronic equipment and reuse in foreign countries.

4.3 *Pollution*

- 4.3.1 Waste from the business and electronic equipment is deemed to be controlled waste streams and can damage the environment if disposed of in an uncontrolled manner. The Company will ensure that controls are in place and prevention of pollution will be the preferred option rather than remedial action. Corrective measures will still be instigated if preventative actions fail.
- 4.3.2 Procedures will be drawn up to prevent pollution from Fire and Chemical Spillage with a fall-back position identified in the event of an incident.

4.4 Emergency Procedures

In the event of an adverse environmental incident, the following procedure will be implemented:

- 4.4.1 Whoever identifies the issue will immediately try to prevent continuation of the problem, as long as it is safe to do so.
- 4.4.2 Marshall sufficient help and resources to implement an effective emergency prevention procedure where one exists. Where one does not exist, consider and implement steps to reduce/ stop the impact of the incident.
- 4.4.3 At the first opportunity after taking corrective action, report the incident in accordance with the agreed reporting procedure:
 - Line Manager
 - Absols Limited Managing Director
 - Environment Agency
- 4.4.4 Log all relevant information concerning the incident and prepare report
- 4.4.5 Management will consider the report, learn lessons, implement further preventative actions as necessary and circulate information to all interested/ affected parties.

5.0 Waste Management And Disposal

The Company will prevent waste wherever it can, adopting the Waste Hierarchy as the guiding principle:

- Reduce Controlled ordering/ adequate storage procedures and facilities
- Re-use Top soils, pipe bedding, bricks, tiles, etc
- Recycle Demolition materials/ oils/ lubricants
- Removal To an authorised facility that can recycle

5.1 Disposal of Waste

This will be in accordance with all statutory requirements, with disposal using registered waste handlers. Such disposals will be actively monitored and disposal verified as part of the WEEE Directive requirements.

The organisation has a duty of care to ensure that all waste produced by the business operations are produced, stored, transported and disposed of without harming the environment. All waste streams will only be passed to registered waste handlers who are able to provide detailed transfer note documents identifying the final disposal site.

5.2 General Reduction of Waste

Throughout the Company, existing procedures for reducing waste and saving energy will be developed to maximise the net benefits. This will include, but not be limited to:

- Vehicle sharing
- Reduction in unnecessary journeys- increasing usage of remote support
- Controlled heating
- Re-use of consumable wherever possible
- Recycling of waste paper

6.0 History of Amendment

Version 1: September 2010

Version 2: October 2014