

## Standard Operating Procedures

### Section 01- Company Information - ETHICS

#### 01.08 Annual Review of Environmental Issues

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The purpose of this policy is to clearly state our commitment to reducing carbon emissions created by the works that this Company carries out and to work with other like-minded organisations.

#### **Introduction to our Green Credentials.**

Stated in three documents our green credentials currently cover:

1. Policy
2. Actions and Initiatives
3. Supplier Compliance

#### **POLICY STATEMENT**

Recognising that we have a duty of care for the environment we as a Company are committed to building a high standard of environmental responsibility into all of our operations.

Furthermore we are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points.

We will encourage customers, suppliers and other stakeholders to do the same.

Our framework principles for our Environmental Policy are set out below and will be continually reviewed and amended as appropriate to implement them into our everyday management procedures.

We will continue in the developing of targets, action plans and monitoring. We will seek as a Management Team to operate and encourage our work force to operate, to the best possible environmental practices.

We will aim at all times to minimise the impact on the environment, caused by our operations and will endeavour to show a commitment to sustaining development through the following principles:

#### **POLICY AIMS**

- 1) Comply with and exceed all relevant regulatory requirements.
- 2) Continually improve and monitor environmental performance.
- 3) Continually improve and reduce environmental impacts.
- 4) Incorporate environmental factors into business decisions.
- 5) Increase employee awareness through training

#### **CULTURE**

- 1) We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- 2) We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- 3) We will provide staff with relevant environmental training.
- 4) We will work with suppliers to improve their environmental performance.
- 5) We will use local labour and materials where available to reduce CO2 and help the community.

This policy should be read in conjunction with our Environmental Initiatives and other Environmental Documents in section 07 of this Manual.

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##### **OUR PRINCIPLES.**

*We will aim at all times to minimise the impact on our environment caused by our operations and will endeavour to show a commitment to sustaining development through the following principles:*

**Legislation:** We will ensure that we comply with or where appropriate exceed, the minimum requirement as set out in Government legislation.

**Policy Development:** We will ensure that as we develop our Policy it remains consistent with our original aim of improving the environment.

**Energy:** We will measure and monitor energy consumption and set achievable targets to minimise use. We will embrace energy from sustainable renewable sources wherever appropriate or possible.  
We will partner with [www.carbon-offset-scotland.com](http://www.carbon-offset-scotland.com) in the measuring and monitoring of our carbon foot for heating and lighting consumption.  
All light fittings have been changed to accommodate LED bulbs which minimises energy consumption and reduces cost in use.

**Waste:** The Company will promote the minimisation and encourage the re-cycling of waste both at base and sites whenever possible.  
A proportion of any financial savings from such "green" measures will be reinvested into further green initiatives.

**Transport, Travel and Working from Home:** We will continue to encourage employees to travel by shared vehicle or public transport whenever appropriate and will continue to embrace Working from Home (WFH) and Videoconferencing as a substitute to travel. Both principles will address the issues of energy and emissions.

**Supplier Performance:** We will always seek to work with like-minded suppliers. We will require our suppliers to demonstrate to us their commitment to the environment and will continually monitor them, thus ensuring that we purchase whenever possible items that are least harmful to the environment. We will regularly ask for conformist and non-conformist reports to be checked and deal appropriately with such.

**Communication and Education:** We will strive at all times to educate personnel and communicate openly about our Environmental Commitment. We will as a Management Team encourage and motivate our staff to share our vision on environmental issues. We will recognise the contribution of our staff who play a part in all environmental issues to achieve the goals we set.

##### **Sustainable issues.**

We have invested in the purchase of trees for planting and every time a new client signs a contract or an existing client re-signs we will allocate a tree in the Client's name to demonstrate our willingness to address our impact on the planet as a result of that contract.

**Detailed Initiatives:** *full details of our actions and initiatives are included in the Environmental Policy Section of the SOP Manual.*