



**ENVIRONMENTAL**

ENVIRONMENTAL POLICY

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## **Introduction**

It is the policy of the Company to ensure that its undertakings comply with current legislation and are accomplished in such a way as to ensure our Duty of Care responsibilities are fully discharged.

## **Policy**

The Company recognises that it has a responsibility to the environment beyond legal and regulatory requirements. The aim of this policy is to ensure the Company minimises the impact of its activities on the environment by continually improving its environmental performance as part of our business strategy and operating methods.

This policy aims to:

- Meet or exceed all the environmental legislation that relates to the Company.
- Incorporate environmental factors into business decisions.
- Minimise waste by ensuring operations are as efficient as possible.
- Increase employee awareness of environmental factors.

The Company will:

- Reduce packaging as much as possible.
- Reuse and recycle where possible.
- Seek to reduce the amount of energy it uses.
- Evaluate the environmental impact of new products it purchases.
- Reduce the need to travel where possible.
- Encourage the use of greener transport.

## **Employee Responsibilities**

- Use all equipment and control measures in accordance with instruction.
- Report any defects or difficulties.
- Attend training when required to do so.
- Take reasonable care of their own health and safety and that of others.

## **Non Compliance**

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Company's Disciplinary Policy up to and including dismissal.

## **Implementation of the Policy**

Overall responsibility for policy implementation and review rests with the Company senior management. However, all employees are required to adhere to and support the implementation of the policy. The Company will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to the Company.

This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both managers and employees on the process.

This Policy was approved & authorised by:

Name: Stuart Chown

Position: Director

Date: Dec 2023

Signature:



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## **Monitoring Policy**

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective the Company has been.

### **Reviewing Policy**

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

Policy review date: December 2024

### **Policy Amendments**

Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company senior management to see that all relevant employees receive notice. Written notice and/or training will be considered.

### **Additional Information**

If you require any additional information or clarification regarding this policy, please contact your manager. In the unlikely event where you are unhappy with any decision made, you should use the Company's formal Grievance Procedure.

To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.