



## **Environmental Policy and Procedure**

### **Policy**

Office Facilities Services Ltd is committed to minimising any detrimental effect that our activities may have upon the environment. We will take steps to ensure that all of our statutory duties are met at all times. We acknowledge our responsibility to take reasonable measures to safeguard the environment for both present and future generations.

It is our policy to ensure minimal impact from our activities and those of any contractors, commensurate with achieving both our corporate objectives and legal compliance. The responsibility for implementing and monitoring the policy rests with the Managing Director in consultation with the Board of Directors.

### **Procedure**

Attention will be given by Office Facilities Services to the following issues: -

- Energy conservation
- Waste collection and disposal
- Environmental impact assessment
- Recycling
- Vehicles
- The future

We will achieve this policy in the following way: -

#### **Energy conservation**

We will audit and review current usage of energy throughout the company, with a view to reducing relative consumption by an annually stated target percentage.

We will continue to seek reductions to the environmental effects of our activities and specify the use of alternative fuels, fuel efficient vehicles, greater passenger carrying capacity and more effective heating/lighting systems, where possible.

#### **Waste collection and disposal**

All sites will comply with legislation and will be required to reduce the amount of non-hazardous waste produced by an annually stated target percentage. We will do this by continuing recycling initiatives either directly or via specialist contractors.

## Environmental Impact Assessment

For all new projects and refurbishments, the Company will include an assessment of the environmental impact as part of our commitment to the environment.

### Recycling

All sites will be required to identify materials for recycling. These will include such things as paper, packaging, waste oil, batteries and tyres, printer and toner cartridges etc.

### Vehicles

We will work closely with other business partners to identify best choice of vehicle for future use, taking into account the need to balance low emissions with the need for fuel-efficient engines. We will continue to sell on our older vehicles and/or break them down for spares and use reconditioned parts where economically viable.

### Water

We will establish links with our local Water Authorities with a view to introducing water conservation measures on all sites.

All recyclable vehicle washes shall incorporate features to ensure optimum recycling of water and cleaning agents.

### The future

All decisions in respect of medium and long-term expenditure will be made with environmental considerations taken into account.

## Implementation and review

In order for the Environmental Policy to be implemented, it is essential that we monitor our progress and we will do this by: -

- Participating in independent audits to ensure that objectives are achieved and identifying actions for the following year, taking into account legislative and/or organisational changes
- Undertaking regular monitoring, reviewing progress against targets
- Reporting on our Environmental performance to the Senior Management team.
- Ensuring continuing staff awareness through training

Signature: 

Date: 12<sup>th</sup> June 2016

Director: Jim Mowat