

Gunite (Eastern) Ltd Environmental Policy

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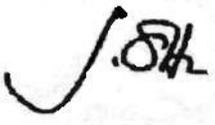
1. Statement of Purpose and Values

Gunite (Eastern) Ltd is committed to exploring how we can collectively improve our environmental performance without increasing costs or compromising standards and delivery.

Working in conjunction with the EASIER project, we have set out our commitment to achieve a minimum 10% reduction in our carbon footprint. This commitment can be realised through a series of objectives, measurement and analysis.

We have undertaken this responsibility with the desire to reduce our carbon footprint by 10% within a year and to re-evaluate our current environmental policies, procedures and objectives thereby working towards a more sustainable future.

Signed



Date 3rd November 2016
To be reviewed annually.

2. Our Performance and ISO 14001:2004

Gunite (Eastern) Ltd operates a BSI registered Integrated Management System (IMS) for Quality, Health and Safety and the Environment. This system is certified to PAS 99:2006, the integrated equivalent of ISO 9001:2008; OHSAS 18001:2007 and ISO 14001:2004. The IMS and its components form the foundation of all of our activities both internally and onsite.

As part of our continuing commitment to the principles and policies formulated under the ISO 14001:2004 environmental management standards we are already safeguarding the environment in the following ways:

Head Office

Endeavour House was built in 2002 in accordance with the then environmental regulations. Through environmental audits we regularly monitor the energy efficiency of our infrastructure including insulation, heating, lighting and equipment use. Any carbon reduction opportunities identified in these environmental audits and actioned accordingly.

Energy efficiency in the office also comes in the form of the following energy saving initiatives:

- We regularly monitor how much energy, water etc is used by the office and set targets for reducing consumption to a practical level;
- We ensure regular maintenance of our heating system to improve efficiency and set our heating controls accordingly;
- As part of our Company Car Policy we ensure that any of our new company cars achieve in excess of 50 mpg ;
- We undertake quality, Health and Safety and environmental training, circulate industry news and communicate relevant policies and procedures to all staff;
- We ensure that quality, Health and Safety, and the environment are at the top of our management meeting agenda;
- Staff are encouraged to switch off lights, computers, photocopiers and other electrical equipment at night;
- Staff are encouraged to switch off lights and none essential equipment when not in use;
- Our computers and monitors are programmed to go into wait-state after 5 minutes of non-use;
- We encourage staff to work off screens rather than printing;
- When buying monitors we look at LED monitors rather than LCD's;
- We work in conjunction with Veolia Environmental Services, the leading recycling and waste management company in the UK. Through Veolia we currently recycle paper, cardboard, cans and plastics throughout the office;
- We use stationary made from recycled paper or sustainable forestry products where possible;

- Re-usable waste A4 paper, which is surplus to our requirements, is placed in a 're-use' box and then taken to a local school for their use;
- Waste Electronic and Electrical Equipment (WEEE) is collected by our waste management company as and when we consider it necessary and disposed of according to WEEE regulations;
- We recycle glass, batteries and used printer cartridges, and where possible any proceeds go to our designated company charity;
- Office printers / photocopiers are set to automatically default to double sided copying;
- A clothes recycling system is in operation for anyone wishing to dispose of old clothes or items no longer required;
- We collect and donate used stamps to our designated company charity;
- We provide water coolers throughout the office rather than plastic bottled water. Plastic cups are not provided, therefore ensuring the use of re-usable cups instead.

Our Clients

As a collective responsibility we currently work in conjunction with our Clients and their environmental targets and objectives. Wherever possible we sign-up to and participate in Client environmental and sustainability policies and procedures.

Onsite Waste Management

It is the current Policy of Gunite (Eastern) Ltd that when working onsite we will follow and co-operate with the Clients' waste removal procedures. Where provided, we will use our Clients' facilities for the disposal of waste with segregation of recyclable and non-recyclable waste.

When we are required to remove our own waste from site the following procedures are currently adopted:

- Waste management of controlled waste (regular non hazardous waste):
Waste such as timber off cuts, plasterboard etc. is only collected by authorised waste carriers. We ensure that waste carriers have a valid and current 'Certificate of Registration' and will obtain a copy of the disposer's current Waste Management Licence and Duty of Care – Controlled Waste Transfer Note. We will keep copies of transfer notes for a minimum of two years.
- Waste management of special waste (hazardous or dangerous waste):
In accordance with The Special Waste Regulations 1996 we ensure that before any special waste is removed from site that the local environmental agency office has been pre-notified with a 'Consignment Note', at least 3 working days before removal is required, but not more than one month in advance. A register of all consignment notes is maintained and copies kept for a minimum of three years. Only authorised special waste carriers holding a valid and current

Certificate of Registration are used. We ensure that waste carriers have a valid and current Waste Management Licence.

- Waste reduction:
 - Where practicable all materials will be utilised and made to measure, reducing the amount of off cuts;
 - Where practicable all components will be made from materials that come from a sustainable resource i.e. all of our Fire Door timber products are obtained from sustainable sources with full chain of custody.

- Energy reduction:
 - Plant and machinery is regularly maintained to maximise efficiency and is switched off when not in use;
 - Low energy light fittings and lamps are used where possible and turned off when not in use;
 - External lighting is, where possible, efficient and used with time switches or light / movement sensors;
 - Heaters in offices are switched off at night and are thermostatically controlled during working hours;
 - Electrical equipment such as computers are turned off when not in use.

Onsite – Products and Services

In addition to the Environmental Waste Management Procedures detailed above we also, where possible, ensure the following environmental measures in relation to our products and services:

- We use water based paints, i.e. for the external coating of concrete or for the fire protection of structural steelwork, in order to reduce CFC's;
- We use dust proof sheeting attached to the outside of scaffolding in order to prevent dust from contaminating the atmosphere;
- We use appropriate means to ensure that residual water used to clean buildings does not enter any water course that may be near a site;
- We use low decibel electric breakers so that noise generated by mechanical cutting out of the building fabric is reduced as far as possible. We also try to influence the choice of repair material as this can vary the depth required to be cut out;
- We use suitable barriers and warning signs to minimise damage by workmen or vehicles to soft grassed / planted areas surrounding a site. Any damage that does occur will be rectified;
- We consult with our staff and sub-contractors on matters affecting the environment. During site inductions any matters likely to affect the environment are discussed, including the safe handling and use of hazardous materials / substances;

- We ensure that the use of hazardous materials / substances is kept to a minimum. If this is not possible we advise our Clients to try to use less hazardous materials or adopt alternative working methods;
- We identify, monitor and recycle waste of all kinds;
- Where possible we use low odor materials;
- We work with independent consultants to provide a range of environmental packages i.e. new and old doorsets.

Onsite – Our Operatives

- We encourage our Operatives to minimise their carbon footprint where possible i.e. car sharing schemes, encouraging our Operatives to take public transport where available etc;
- We have instructed all of our Operatives to use site based segregated waste disposal whenever it is available;
- Our Operatives have received training on how to deal with toxic and hazardous waste in the correct manner;
- We undertake quality, Health and Safety and environmental training, circulate industry news and communicate relevant policies and procedures to all Operatives.

3. Environmental Policy

Gunite (Eastern) Ltd is committed to the continuous improvement and review of its Quality, Health and Safety and Environmental performance. We have implemented procedures to ensure that our activities and the activities of our sub-contractors are carried out in accordance with all relevant statutory and regulatory requirements, codes of practice and industry best practice.

We continue to operate an Integrated Management System for Quality, Health and Safety and the Environment which is certified to PAS 99:2012, as well as ISO 9001:2008; OHSAS 18001:2007 and ISO 14001:2004. This system covers all of our activities from office procedures for recycling to methods of carrying out work and materials used.

As part of our BSI Integrated Management System and commitment to the principles and policies formulated under the ISO 14001:2004 environmental management standards we are already safeguarding the environment as per the initiatives set out in section 2 of this Policy. In the following sections we will expand upon our initiatives and set out additional environmental objectives, identifying roles, responsibilities, resources, means of monitoring and measuring against these objectives, and any relevant training requirements.

Working in conjunction with The EASIER (Environmental Advice for SMEs in the Eastern Region) Project we are also currently developing a fully comprehensive action plan with the initial aim of reducing our carbon footprint by 10% during the first year. Through the EASIER project we have already undertaken a fully comprehensive environmental audit in order to calculate our current carbon footprint. The next stage of this process will be to identify carbon reduction opportunities and implement these alongside the guidance of EASIER's specialist advice. An Environmental Action Plan will then be drawn up which will identify the key measures in order to achieve our target carbon reduction and these will be incorporated into the Gunite (Eastern) Ltd Environmental Policy and Environmental Objectives detailed in section 4 of this Policy.

Through the EASIER Project we will provide staff training and workshops on energy awareness with the aim of embedding energy awareness into company culture. We will also work towards the Carbon Smart Award which recognises and promotes businesses that have taken clear practical action to reduce their impact on the environment.

It is the aim of Gunite (Eastern) Ltd to ensure that the key measures identified are successfully incorporated into our activities and adopted by all staff, and that our carbon footprint is recalculated within a year of implementation.

4. Environmental Objectives

In addition to the business objectives and management standards set out through ISO 14001:2004, our current Environmental Policy standards, and the EASIER (Environmental Advice for SMEs in the Eastern Region) Project carbon reduction opportunities we aim to address and implement the following objectives:

Head Office

- To record and monitor our consumption of heating, fuel etc. and volume of waste produced on a monthly basis in order that an accurate comparison can be made of current consumption against previous consumption;
- To reduce paperwork generated for one off meetings;
- To ensure the use of environmentally friendly cleaning products;
- To continue to reduce car journeys as far as practicably possible and research suitable alternative transportation methods i.e. the use of trains, buses, tubes, and to encourage car sharing where possible;
- To implement internal systems to assist staff with environmental matters and increase their knowledge and awareness of them;
- To provide additional environmental awareness training where required;
- To replace normal filament bulbs with energy efficient alternatives (T5 lamps with occupancy sensors);
- To encourage own-car users to use more carbon-efficient vehicles;
- To consider energy-efficiency when purchasing new equipment and give preference to equipment with low power stand-by or sleep features.

Onsite – Products and Services

- To liaise with our sub-contractors and suppliers to identify their understanding of sustainability, their environmental policies and any training requirements;
- To monitor and compare information on consumption sent to us by our suppliers and sub-contractors;
- To use standardised documentation where applicable;
- To review, evaluate and re-evaluate suppliers and sub-contractors ensuring materials and services used minimise the impact on the environment;
- To begin compiling a database of green suppliers and sub-contractors qualified to meet Gunite (Eastern) Ltd's requirements;
- To write to all approved suppliers and sub-contractors to gain their agreement to provide regular data to substantiate their progress in environmental responsibility and eventually ensuring that the suppliers we use are ISO 14001 certified;
- To create guidelines for suppliers clearly stating Gunite (Eastern) Ltd's environmental expectations;

- To use local suppliers where practicable;
- To use common suppliers where practicable;
- To consider energy-efficiency when purchasing new equipment and give preference to equipment with low power stand-by or sleep features;
- Where possible to monitor our onsite consumption of energy and resources and to promote efficient practices;
- Where possible to identify and monitor our onsite emissions and in turn minimise their impact on the environment.

Onsite – Our Operatives

- To continue to reduce car journeys as far as practicably possible and research suitable alternative transportation methods i.e. to increase use of trains, buses, tubes, and to encourage car sharing where possible;
- To provide additional environmental awareness training where required.

5. Roles, Responsibilities and Resources

Gunite (Eastern) Ltd's Environmental Policy is built around the following roles and responsibilities:

a. Environmental Adviser / Facilitator will:

- Adopt the values and objectives of the Policy;
- Be committed to the implementation of the Policy and procedures;
- Regularly monitor its implementation.

b. Directors will:

- Adopt the values and objectives of the Policy;
- Regularly monitor its implementation by the elected Adviser / Facilitators;
- Recommend change where necessary to maintain the effectiveness of the Policy and in light of any feedback;
- Discuss and review and relevant funding requirements for adoption and implementation of the Policy.

c. All employees and Operatives will:

- Adopt the values and objectives of the Policy;
- Help to deliver the Policy and its objectives;
- Provide feedback and recommendations where necessary.

6. Measuring, Monitoring and Review of Policy

Throughout this Policy we have identified possible areas for measurement and analysis. Data will be collated year on year to build a data source which tracks our impact on the environment and its relation to our commitment. Data will be shared at an annual audit and management review meeting.

Those identified as Advisers / Facilitators of this Policy will meet to collate, analyse and interpret the data captured, to review what worked and what didn't and to establish areas of increased environmental responsibility, areas where there was a negative impact and areas where there was no change. The team will re-work the Environmental Policy to reflect the results of the years analysis, review objectives and make any other necessary changes for the following year.

The results need to take into account the varying location of our work and a system needs to be identified to accommodate this.

Identified Advisers / Facilitators will also collate, analyse and interpret data in relation to our identified carbon reduction opportunities and will meet with EASIER no less than yearly in order to recalculate our carbon footprint, and confirm its reduction.

Those identified as Advisers / Facilitators of this Policy will discuss this process further and the accompanying documentation required during the update meetings.

7. Training and Awareness

The aim of environmental training is to ensure that the Environmental Policy and any aims, issues and objectives are understood, supported and implemented by all staff. Training is designed to help Gunite (Eastern) Ltd implement its Environmental Policy throughout the organisation at all levels.

Training will:

- Enable the implementation of Gunite (Eastern) Ltd's Environmental Policy;
- Address the way staff are supported in addressing the Environmental Policy and its objectives;
- Enable staff to improve their understanding of current and future Environmental issues and concerns;
- Act as a catalyst for change;
- Promote a culture that is based on commonly understood and agreed objectives that are seen as progressive and effective.

To ensure that the Environmental Policy is successful it will need Management support and commitment in terms of resources and time. Identified training will include the following steps to implementation:

- An awareness session with Senior Management to establish Management commitment;
- Identification of resource to coordinate successful implementation and relevant training;
- Presentations to all staff outlining the aims and objectives of Gunite (Eastern) Ltd's Environmental Policy;
- Circulation and communication of this Policy and any relevant collateral, feedback, data, industry updates etc.
- Creation and circulation of supporting materials;
- Ensuring that induction training for all new staff involves communication of Gunite (Eastern) Ltd's Environmental Policy and Procedures.

Questions relating to this Policy should be addressed to the Adviser / Facilitator responsible.