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20/9/15	Rev 0	Initial issue
01/05/17	Rev 1	Revision



## 1. Introduction

This is the Environmental Policy for Clymac Ltd outlining our commitment and measures toward Environmental Issues.

## 2. Environmental Policy

**Clymac Ltd** fully accepts its responsibility as a leading fire and security installation and maintenance company to protect the environment in all its business activities by adopting best practice industry standards and guidelines. The company is also committed to the principles of sustainability which take into account business development for both the present and future equitably with environmental needs.

The company is also committed to compliance with all relevant environmental legal and other requirements and where possible to exceed them.

In addition to the above commitments other key priorities for reducing and mitigating our environmental impacts are:

- The installation and maintenance of our products to minimise noise nuisances for both our customers and their immediate neighbourhood.
- The development of products with our suppliers for improved sustainability in terms of sourcing materials, energy utilisation and disposal.
- The prevention of pollution, particularly emissions to the atmosphere, which may lead to the detrimental effects of global warming and ozone layer depletion.
- The promotion of energy efficiency initiatives that reduce greenhouse gas emissions and preserve natural resources.
- The minimisation of waste to landfill through the adoption of the waste hierarchy: ELIMINATE, REDUCE, REUSE and RECYCLE.
- The raising of environmental awareness with staff, clients, suppliers and other stakeholders involved in our business activities through training and consultation.
- The implementation and maintenance of emergency response plans to mitigate the effects of any accidental environmental incident.

This policy is reviewed periodically at our management review meetings to incorporate any changes to our environmental impact created by new or revised business activities. It is also the basis for our annual environmental objectives that are communicated to all staff to promote both their involvement and commitment to the improvement of our business.

## 3. Management Organisation

Our management structure takes advantage of existing management processes e.g. senior management team periodic reviews which ensure the leadership and commitment necessary for progressing continual improvement of performance.

## 4. Legal Compliance Obligations

The company are committed to compliance with all relevant EC and UK environmental legislation e.g. regulations, approved codes of practice and pollution prevention guidelines. Permits are obtained from the Environmental Agency and permissions from Local Authorities or Sewage Undertakers as required. It currently holds a waste exemption permit from the EA.



No enforcement action has been taken against the company during the past five years and it has not been convicted of any environmental related criminal offence or any environmental civil action.

It is aware that due to the nature of its business the minimisation of unnecessary noise nuisances for customers and their immediate neighbourhood is a priority. The company operates a variety of controls to mitigate such effects.

## 5. Customer Complaints

Complaints received from any interested party concerning an environmental issue are **handled by our complaints coordinator through the current management system (QMS)**. This ensures that an issue is fully documented using our corrective action procedure to identify the root cause, solution for preventing recurrence and then verifying the success of the chosen solution.

The senior management team reviews all documented issues and prioritises complaints to ensure that interested parties receive the appropriate communications at each stage.

## 6. Emergency Preparedness & Response

The company operates an emergency preparedness and response procedure for its head office at Loughborough to respond to actual emergency situations. The most likely occurrence is a fire and the procedure includes: weekly alarm testing, periodic evacuations practices, annual fire risk assessments and annual fire extinguisher servicing. This procedure is to be updated as part of the project implementation plan to cover both the head office and also implementation and service sites where appropriate.

## 7. Staff Competency & Training

Employees are recruited to ensure they meet the rigorous standards of technical competency required to provide our services. Inductions and on the job training are also undertaken. Updating is achieved by formal courses, toolbox talks or our company intranet.

Environmental awareness training will be carried-out during the project implementation stages to address environmental issues by process and ensure full feedback and involvement of employees.

## 8. Supplier & Sub-contractor Awareness

The company supplier evaluation procedure (part of our current QMS) uses the 10 Cs evaluation methods e.g. competency, capacity, cost. On the list is CLEAN. This refers to their commitment to sustainability, green credentials and compliance with environmental legislation. Suppliers are monitored and measured e.g. for legal compliance using the EA public register or industry registers to ensure they have the appropriate competencies or permits.

## 9. Impacts of Materials & Services

We place great emphasis on the environmental impact of the materials and services we supply. End of life equipment is recycled wherever possible. We supply energy efficient products that minimize operating costs for our customers, all of our products' are manufactured where possible from sustainable materials and this is a key factor in the selection of the products we supply.



### 10. Impacts of Transport

All of our engineers' vehicles are fitted with Trackers to ensure that the closest available engineer is sent to a customer site, therefore reducing CO2 emissions. All of our engineers carry spare parts on their vehicles they are employed to work within a 40mile radius of home in order to, again minimise emissions. When additional items are needed for site specific fault repairs we ship direct to the engineer or to the customer to eliminate the need for the engineer to visit our head office. We have also recently introduced regional depots which carry spare parts nationwide.

We also ensure that all our company vehicles are serviced in accordance with manufacturers' guidelines to ensure efficiency. Our fleet is managed by Totalmotion Ltd who are members of the industry standard Fleet Operator Recognition Scheme (FORS).FORS encompasses all aspects of safety, efficiency, and environmental protection by encouraging and training fleet operators to measure, monitor and improve performance.

### 11. Use or Purchase of Recycled Materials or Green Energy

We carefully selected an energy supplier for our head office and chose a tariff that guarantees the supply of clean energy from renewable sources such as wind turbines to ensure that the power used to heat and light our offices is less dependent on sources such as coal and gas therefore reducing the impact that our operations have on the environment. We also use energy efficient lightbulbs throughout and have motion sensitive lighting is installed to minimize energy use.

### 12. Energy Efficiency in Business/Services/Products

We see energy efficiency as a responsibility that is integral to not only reducing the impact we as a company have on the environment, but also in an effort to reduce our operating costs and therefore provide a more cost effective service for our customers. We encourage the use of recyclable and sustainable materials wherever possible and use the lowest energy consuming units available for our customers to reduce their energy bills and work towards a carbon neutral business model.

Signature:.....

Position: Director

Date: 30/04/2020

Review: 01/05/2021

