



workman

Environmental Policy

1. Policy Statement

Workman LLP together with its subsidiary firm's and companies seeks to promote and maintain an Environmental Policy to ensure that the impact of its operations upon the environment is reduced to as low a level as is practicably and economically feasible.

The firm is committed to operating an Environmental Management System that satisfies the requirements of BS EN ISO 14001: 2004 and to maintaining continual improvements of its Environmental performance by minimising pollution to air, land and water, and reducing consumption of natural resources.

Partners and Directors shall ensure that this policy is communicated, understood, implemented, maintained and reviewed throughout the firm.

The firm will:

- Identify and comply with all relevant legal requirements and exceed where possible.
- Promote efficient management and control of waste disposal methods in conjunction with prevailing legislative guidelines (e.g. the Environmental Protection Act 1990) and where applicable train employees and promote the reuse, reduction and recycling of materials and energy.
- Minimise waste production wherever possible through efficient utilisation of resources, energy & water and seek to promote usage of reusable materials.
- Evaluate its supply chain against its environmental standards to assess its suitability and review assessments to ensure delivery performance standards are maintained. The firm will also require its suppliers and contractors to show an equal commitment to environmental matters and expect them to be able to demonstrate this commitment in the quality of their service and work.

Concern for and an awareness of the environment is the responsibility of all employees at every level within the firm and should be an integral part of their daily duties. Any non-conformance should be reported in line with the firm's Quality Assurance procedures.

All employees have an obligation to apply operating practices and procedures, which will ensure the protection of the environment and the safety and health of themselves and their colleagues.

In the event of an environmental accident or incident at any work site, details will be properly reported to and investigated by the firm's Health and Safety department to ensure prompt action to remedy the situation and to avoid any future recurrence.

Signed:

Danny Lamar

Health, Safety and Environmental Director
Workman Facilities Management Limited

Dated: 1st December 2009

2. Objectives

In accordance with the above, the firm has identified the following key objectives and actions to serve as guidelines in the implementation of the Environmental Policy.

- Comply with international legislation, national legislation and local regulatory controls.
- Reduce usage of energy sources, such as water, electricity and gas, where possible.
- Show a commitment, provide resources and encourage employees to recycle waste where possible.
- Respond quickly to accidents or incidents in order to minimise any threat to the environment.
- Dispose of waste in a safe and responsible way that shows concern and respect for the environment and to safeguard individuals.
- Provide appropriate training for all employees as required, enabling them to carry out their daily tasks in a manner that shows care for the environment.
- Provide advice to customers and contractors on the safe handling, disposal and transportation of products, where applicable.

All departments will be made aware of their own environmental targets and obligations within the larger scale business plan of the firm.

All objectives are periodically reviewed at management meetings to discuss performance and ensure standards are being maintained.

3. Responsibilities

3.1 Responsibilities of Partners & Directors

Authorise and implement the firm's Environmental Policy and Procedures, and provide sufficient resources to maintain environmental standards including, where appropriate, authorising priority attention to environmental issues.

Be responsible for the provision of sufficient financial resources to maintain compliance with all environmental legislation.

Ensure environmental implications are considered prior to the purchase or design of new work equipment.

The Health and Safety Director makes the commitment to adopt management systems to ensure the continuous development of health, safety and environmental performance, and will carry out at least two site visits each year to each work site.

The ultimate responsibility for compliance to ALL relevant environmental legislation lies with the Partners and Directors of the firm.

3.2 Responsibilities of Partners, Directors and Managers

Ensure all employees are aware of, and comply with, the firm's current Environmental Policy.

Identify employee training needs with respect to environmental issues.

Carry out work site environmental inspections and spot checks as necessary.

Ensure environmental performance is covered in staff appraisals.

Investigate all environmental accidents and ensure full reports are maintained.

Maintain full documented records of all environmental assessments carried out for the firm.

3.3 Responsibilities of Employees

Know and understand their responsibilities as set in the firm's Environmental Policy.

Comply with the Environmental Policy & Procedures and legislation.

Neither intentionally nor recklessly interfere with, nor misuse any equipment that could cause an environmental accident or injury.

Co-operate with Management on environmental issues.

3.4 Responsibilities of Environmental Co-ordinators

In each of the firm's regional offices an 'Environmental Co-ordinator' will be appointed to provide support and assistance in relation to any ideas or concerns employees may have. The details of these Environmental Co-ordinators will be held on the firm's intranet and displayed on the H&S notice boards.

3.5 Responsibilities of Environmental Working Party

The Environmental Working Party will meet on a regular basis to review this Policy and objectives to verify its continued effectiveness.

4. Arrangements and Guidelines

4.1 Environmental Improvements

The principal purpose of these Arrangements and Guidelines is to achieve continuous improvement.

These Arrangements and Guidelines recognise that we all have a duty to help to preserve, improve and conserve the environment in which we all live. This will help to contribute to a better environment for the community as a whole, which will provide better living conditions for both the present and future generations.

4.2 The Firm's Image

Following these Arrangements and Guidelines will enable Workman LLP to be seen by other organisations as environmentally aware.

Workman LLP will benefit from this by the firm's image being improved in the market place, which will attract customers and staff, and create better relations with employees.

4.3 Savings

Environmental management will provide a system of controls on energy efficiency and waste, which will allow the firm to become more efficient and make cost savings, thereby increasing profitability.

4.4 Legislation

Environmental legislation is constantly evolving and is placing greater demands on industry to become aware of environmental issues and to comply with legislative requirements.

Current environmental legislation includes emissions to air, land and water, liquid effluent, solid waste, dust, noise and storage.

The firm is under a legal duty to comply with all relevant legislation.

4.5 The Customer

Businesses are becoming increasingly concerned about environmental management. Organisations wish to enhance their reputations and to avoid liabilities due to poor environmental performance by themselves or their suppliers.

4.6 Ways in which Employees can help

- Know their responsibilities by being aware of the firm's Environmental Policies and Procedures.
- Be aware of resources they use and the waste they produce.
- Think how they can use materials more efficiently.
- Help cut down costly energy expenses and harmful emissions.

4.6.1 Heating

- During the cold weather keep doors and windows closed to prevent heat escaping.
- During warm weather ensure that the heating systems are turned off.
- Dress appropriately for the weather. In cool weather, consider extra clothing.

4.6.2 Cooling

- During warm weather consider opening windows instead of turning on fans or air conditioning.
- When a work area is empty ensure that all fans and other equipment are turned off.

4.6.3 Lighting

- Wherever possible, make use of natural light by re-positioning the workspace (Note: advice should be sought by the facilities management department before any re-positioning takes place)
- Ensure lights and fixtures are maintained properly to make use of their maximum output.
- Turn off unnecessary lighting when possible.

4.6.4 Equipment

- When equipment is not in use, such as during lunch breaks, always turn it off.
- Only use equipment when needed.
- Try to reduce the amount of time equipment is used, such as reducing photocopying needs and using "power save" facilities.

4.6.5 Travel

- If driving to work consider using alternative means of transport i.e. walk, cycle or use public transport where possible, or consider a drive share scheme with your colleagues.
- Try to cut down on business travel by using the phone, e-mail or video conferencing whenever possible.

4.6.5 Re-use All You Can

- Always try to get the most out of everything you use and minimise unnecessary resource consumption.

4.6.6 Paper

- Use scrap paper for internal memos and notes etc.
- Re-use envelopes for internal mail.
- Make double-sided photocopies where appropriate.
- Where possible, write replies on internal memos.
- Avoid printing emails where this is unnecessary.

4.6.7 Packaging

- Re-use paper wrapping.
- Cover old addresses with new addresses for re-posting.
- Re-use all infill materials i.e. bubble wrap etc where possible.

4.6.8 Recycle What You Cannot Use!

- In particular – paper, cardboard, metals i.e. tin and aluminium, glass, certain plastics including plastic bottles, oil, solvents etc.
- Make recycling a top priority, take part in firm's recycling schemes.

4.6.9 Follow Basic Recycling Guidelines

- Use proper containers.
- Make sure each item is put into the correct container.
- Do not dispose of other wastes in recycling containers.
- Store wastes safely and securely.
- Always securely replace lids.

4.6.10 Practice Good Housekeeping

- As part of your daily routine, keep your work area neat and tidy.
- Clean up spills correctly and promptly.
- Prevent litter from being left in your work area.
- Do not let waste containers become over-filled.

Practise these policies and let environmental awareness become a habit at work and at home.

Suggestions as to how the firm can make any Environmental improvements should be directed to the regional Environmental Co-ordinators.