



## ENVIRONMENTAL POLICY

Indepth Hygiene Services Ltd aims to distinguish itself from its competitors by its commitment to sound environmental practice throughout all business activities. We are committed to continual improvement and prevention of pollution and will continuously reduce any negative environmental and social impacts of our activities.

The company will address all its undertakings and activities with due consideration to (i) all environmental aspects and (ii) health & safety of employees, clients and others who may be affected. We will comply with legal and other requirements which relate to our environmental aspects.

Management will continually monitor innovations in technology and products to establish whether they are an improvement beneficial to the company's activities, the environment and/or clients and the general public. Where this is found, (i) measures will be introduced to amend company policy, and (ii) information/guidance will be passed on to our clients for their action as appropriate.

This policy will be brought to the attention of all the company's employees, requesting their full support in this important issue, which not only affects the company's activities but the future wellbeing of the country/world at large.

To summarise, we are committed to:

- Reduce the use of fossil fuels in our operations.
- Minimise our use of energy (fossil or renewable).
- Alter our pattern of transport use to reduce our contribution to greenhouse gas emissions.
- Purchase products and use suppliers that meet strict environmental criteria inline with our objectives.
- Reduce our waste, re-use and recycle materials wherever possible, and work with suppliers in order to continuously move towards the goal of producing zero waste.

### 1. Transport policy

#### 1.1 Office workers

The company engages locally-based employees for our office operations and encourages them to walk or cycle to work, in an effort to reduce our contribution to greenhouse gas emissions. Travel to and from work by car is actively discouraged: no parking spaces are provided for staff, however, we do provide storage for bicycles.

We seek to avoid meetings that require travel by any parties. Conference calls and videoconferencing are employed wherever possible.

#### 1.2 Mobile cleaning operatives & surveyors

Such is the nature of our business and the bulky equipment used therein, that it is necessary for cleaning operatives to drive to clients' sites. To minimise unnecessary vehicle usage, we schedule team visits for operatives who live in close proximity to one another so that teams of 2 or more operatives travel together in one vehicle to the client's site.

Our surveyors do not make car journeys to clients' sites where this is avoidable. In cases where the use of public transport is impracticable, we endeavour to schedule as many of these site visits as possible into one journey, in an effort to minimise vehicle mileage.

All vehicles are regularly maintained to ensure they run at maximum efficiency.



## 2. Energy policy (office)

The company seeks ways to reduce its use of fossil fuels wherever possible. We currently use a gas-fired central heating system and electricity for computers and lighting (which is arranged over a number of different circuits).

We try to be energy efficient and therefore reduce CO<sub>2</sub> emissions by:

- Never exceeding a maximum office temperature of 20°C when the heating is on.
- Keeping doors and windows closed when heating is on.
- Not heating the building between the hours of 18:00 and 08:00.
- Buying energy efficient TFT monitors for our computers and prohibiting the use of screen savers in favour of monitor sleep mode.
- Switching off lights and heating in unoccupied parts of the building.

## 3. Purchasing policy

The company is committed to promoting good environmental practice through its purchasing policies. It is our aim, wherever possible, to use fully biodegradable products. We aim to use only 100% post-consumer recycled paper.

All suppliers have access to our purchasing policy. Our purchasers are responsible for ensuring that all materials and equipment bought comply with our purchasing policy prior to placing firm orders. COSHH data sheets are requested for all chemicals in order to establish whether there will be a problem in the disposal of the substance, e.g. hazardous waste, and/or the life cycle of the substance, e.g. CFC/HCFC's which have recommended measures in place now.

Where plant/equipment is hired, the accepted standard will not be less than that required by the company.

## 4. Operations/Maintenance policy

When preparing tenders/quotations and work planning for premises, managers will take into consideration the aspects that may arise during the installation/maintenance/operation and subsequent disposal of the equipment which will/may have environmental consequences during any or all of the above phases.

Aspects to be considered will include (i) materials/substances to be used (ii) energy source/type and quantity (iii) emissions (iv) noise.

All precautions will be taken to ensure that during operation or maintenance activities by the respective departments/staff, environmental matters will be treated as for health & safety.

## 5. Waste & recycling policy

The company continuously seeks ways to reduce our waste production. We will monitor our own needs to minimise our consumption and work with suppliers to minimise packaging. We continue to seek and/or develop cleaning products that minimise or eliminate waste.

Procedures are in place so that waste chemicals used in our cleaning activities cannot enter utility systems or watercourses unless at the approved standards and facilities are available for the disposal of hand/machine waste.



Where contractors and/or others are engaged to remove/dispose of waste generated by the company's activities, this will be managed, as set out in "Waste Management – The Duty of Care – A Code of Practice", issued by the Department of the Environment.

Where waste falls within the "Carriage of Dangerous Goods", drivers will hold certificates, e.g. Road Traffic (Training of drivers of vehicles carrying dangerous goods) Regulations 1992 and Carrier of Controlled Waste Certificate. The company is registered as a carrier of controlled waste.

Our aim is 100% separation of recyclable material from our waste stream. We currently recycle paper and card and all other items permissible by our local council. Scrap computers and ink cartridges are given to charitable organisations.

**Monitoring/Review**

Company policy will be reviewed annually and/or when there are changes in legislation and/or good working practices.

Signed: .....  
Richard Norman  
Managing Director

**February 2014**