



**environtec**  
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## **POLICIES AND PROCEDURES**

<b>Policy:</b>	<b>Corporate Social Responsibility Policy</b>
<b>Category:</b>	<b>Corporate Social Responsibility Policy</b>
<b>Policy No:</b>	<b>ENVMD004</b>

**Responsible Person:** Managing Director

**Date of issue:** January 2022

**Next review date:** January 2024

<b>Name/Title</b>	<b>Signature</b>	<b>Date</b>
<b>Matthew Dennis Managing Director</b>		January 2022

### Document Control Sheet

Date of Revision/Amendment	Name & Signature of Manager/Director Inserting Revision or Amendment
February 2017	Rebranded
January 2019	Reviewed - No change 
January 2021	Reviewed - No change 
January 2022	Reviewed - Under Environment an example has been added - changing to hybrid vehicles

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## POLICY

Environtec Limited is committed to balancing the company's economic sustainability alongside its social and environmental responsibilities. Our respect for people encompasses treatment of our own employees, our interaction with the communities in which we operate, and our management of the relationships within our supply chain.

Equally fundamental is the care we take as a business, to nurture and protect the natural environment. This means not just managing the environmental impact of our construction related projects but also the steps we take as an ethical business to minimise the effect of our day-to-day activities, such as the use of natural resources and management of waste.

Our established systems manage our activities and continually assess the consequences of our actions.

This policy is the direct responsibility of the Managing Director and will be reviewed at least annually. Objectives and key performance indicators will be set at appropriate levels for the areas that fall within the policy.

## PEOPLE

### Health and Safety

The management of health and safety is considered to be a top level commitment fundamental to the company's operation. The director responsible for health and safety policy is the Non Executive Director.

Our policy arrangements aim to protect all employees and anyone else that may be affected by our activities.

Training on health and safety is provided for management and employees to a syllabus in line with that approved by the British Occupational Hygiene Society and other national training organisations to which the company subscribes.

A dedicated team of health and safety specialists provide support and advice to management and workforce on maintaining the highest level of health and safety standards and have the full support of the directors.

Performance against specific health and safety objectives and targets is reported annually and includes statistical data on incidents and other key performance indicator criteria. It is the company's aim to maintain these statistics well below the national industry average.

### Training and Development

The success of our business is directly related to the continual investment we make in the development of our people. Ongoing success can only be achieved through a commitment to attract, develop and retain the best. We aim to do this through our supportive environment that allows everyone to reach their full potential.

To ensure we are all fully prepared to carry out our duties we work to a comprehensive training programme; many of its health, safety and environmental elements are mandatory. All employees have personal development plans covering performance, aspirations, opportunities and training needs.

## COMMUNITIES

Environtec Limited considers its role in local communities to be an integral part of the business and we are proud of the communities we both live and work in.

Each office actively seeks to:

- Employ local people and utilise local subcontractors and suppliers;
- Become involved with local business and professional forums;
- Support local charities and events;
- Build relationships with local schools and educational establishments.

Equally important is how our many construction sites respond to the communities they interact with. No matter how hard we try, we know that construction work can sometimes cause disturbance such as noise, dust, vibration and disruption to traffic.

We are committed to ensuring those people who may be affected by our activities are always aware of what will be happening and that any inconvenience is minimised. We communicate with local people through a variety of methods including newsletters, letter drops, notice boards, personal visits, our website, local press, and when appropriate, special open days.

Our offices provide financial support to selected local causes and we encourage employees to become actively involved in fundraising for charities chosen on a local or personal level.

## SUPPLY CHAIN

In managing our supply chain we actively seek to build enduring relationships, adopt a non-adversarial approach and create open and collaborative forms of working that deliver value for our clients and long term opportunities for our business.

It is always our intention to trade reasonably and in full cooperation with our subcontractors and suppliers. Our aim is to identify competent and like-minded organisations capable of fulfilling our expectations, particularly with regard to health, safety and environmental considerations, and the commitments we make to our clients and other stakeholders.

Increasingly we are providing information to our suppliers and subcontractors on our environmental expectations, particularly with regard to waste management.

Site visits and other such informal audits of facilities are encouraged to develop a dialogue with suppliers and subcontractors that might further improve collaboration.

## ENVIRONMENT

We fully recognise our responsibility to manage the impact of our activities on the environment and are committed to good environmental practice. We are currently seeking to adopt an environmental management system which will be certified to ISO 14001 and we will aim to set objectives and targets annually.

Our employees undergo mandatory and ongoing training in environmental awareness. Full time, in-house advisors provide assistance and guidance in environmental matters, including the widespread use of environmental opportunity and risk assessments on all projects.

Waste management is of the utmost importance. To divert waste away from landfill we operate a 'reduce, reuse, recycle' hierarchy, starting with careful selection, ordering and use of materials. We are committed to the development of our environmental key performance indicators and the fulfilment of our waste minimisation strategy. As an example, Environtec has adopted new technologies and embraced specifically designed software to enable the delivery of electronic reports and hence reducing the use of paper.

Wherever possible we will use our influence with clients and their designers to improve the whole-life environmental performance of construction projects, to establish energy-efficient and sustainable solutions.

We are taking steps to monitor our carbon emissions and are already measuring some sources of CO2 emissions that are easily quantified, including:

- Electricity and gas usage in offices;
- On site fuel usage;
- Use and methods of transport, for example changing to hybrid vehicles.

In the near future this information will be used to set targets for reduction.

**NOTE:** *The Company reserves the right to amend this policy in the light of any future changes in legislation or business need.*