



ENVIRONMENTAL SUSTAINABILITY AND WASTE MANAGEMENT POLICY

Our company recognises our responsibilities under the Environmental Protection Act 1990 and are committed to operating in such a way that work activities do not have a negative effect on the environment.

Our policy is to:

- Wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice.
- Minimise our waste and then reuse or recycle as much of it as possible, purchasing recycled items in preference to those produced from new.
- Purchase ethically sourced materials - ensuring the products being sourced are obtained in a responsible and sustainable way, that the workers involved in making them are safe and treated fairly, and that environmental and social impacts are taken into consideration during the sourcing process. Where applicable*, the equipment we use is CE marked as required by the Construction Products Regulation (305/2011/EU) *NB not all products can have a CE marking as for some there is no harmonised standard to be tested against.
- Minimise energy and water usage in our buildings, vehicles and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable.
- Operate and maintain company vehicles with due regard to environmental issues as far as reasonably practicable, encourage the use of alternative means of transport and vehicle sharing as appropriate.
- Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community.
- Advising our customers on energy efficient items we can supply and install.
- Use local exhaust (Vacuum) systems at source when using power tools to machine timber-based products containing hardwoods, this will minimise the release of harmful particulates in the air.
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same. E.G.: Use certified FSCE or PEFC certified suppliers for timber-based products*, substitution of solvent based items with less harmful water based, careful use of consumables & reducing packaging wherever possible.
- Assess the environmental impact of any new processes or products we intend to introduce in advance and of those within our supply chain.
- Ensure that all employees and Sub contractors understand our environmental policy and conform to the high standards required.

- Address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned.
- Monitor our collective & individual performance for compliance & to seek improvement
- Update our Environmental Policy annually in consultation with staff, associates and customers on an annual basis or if any new circumstances apply.

* EU Timber Regulation 2013 – Statement of Compliance (Traders) - The EU Timber Regulation 995/2010, which came into force in March 2013, prohibits the importing and trading of illegally logged timber and timber derived products within the EU. This statement is to confirm that we are compliant with the EU Timber Regulations as a Trader under the definitions of the legislation. As a Trader, we maintain records of all purchases and sales of timber products to ensure traceability.

The philosophy of “good environmental stewardship” is accepted and implemented from the Managing Director and throughout the workforce. To make this policy effective all employees within the company need to understand the actions required of them.

The Director (signatory below) is responsible for monitoring the effectiveness of this policy & taking any actions necessary to improve environmental performance.

Should the Company Management feel that improvement or remedial actions are necessary following a failure to comply with this policy, the issue shall be dealt with and resolved as soon as practicable.

Instances of non-compliance or poor environmental practices shall be reported, investigated with appropriate corrective & preventative actions taken.

TRAINING

Training & development shall be carried out as and when required to meet the Company’s business needs, with new employees & Trainees receiving a full induction on company rules & procedures.

Workplace Inductions will provide information & cover the specific rules for each workplace this will include any arrangements for separation of waste, recycling and going through the CoSHH Assessments relevant to the workplace and tasks (including potential environmental hazards, spill clean-up/containment procedures and disposal considerations).

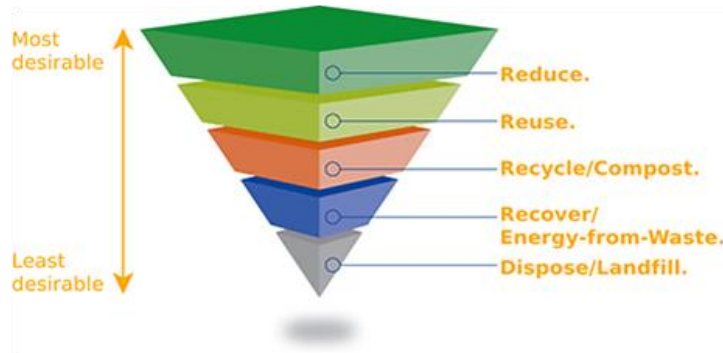
It is vital that every team member is aware of the content of this Policy and arrangements made as a result, linked to their respective role as a Manager, Supervisor or worker. Records of the delivery of all forms of instructions given must be retained as proof of receipt.

SUSTAINABILITY, WASTE MANAGEMENT & DISPOSAL

We shall utilise the following “Waste Reduction Hierarchy” to towards environmental sustainability:

- ✓ **Reduce**-Amounts of waste going to landfill or becoming hazardous by careful ordering, efficient size of packages/containers, using all contents, & environmentally friendly systems of work
- ✓ **Reuse**-items where current legislation allows, buy quality sundries with longer lifespan, donate left over items to charitable groups if practicable

- ✓ **Recycle**-Influence choice of recyclable products, use recycling facilities, solvent based products to be sealed in cans & as empty as possible, clean out water based containers, drying them so that they are fit to recycle
- ✓ **Review**-Look at how we operate, monitoring levels of waste to seek opportunities to improve our environmental performance



STORAGE OF WASTE

Waste must be stored securely and safely. Any waste awaiting removal must be stored in receptacles which are appropriate to the refuse composition and which are clearly marked as to the type of waste they contain. Waste storage areas must not be sited close to emergency escape and exit routes or drainage points.

Where space permits, waste should be segregated as follows:



The following waste must be segregated and cannot be disposed of in general or mixed waste containers:

Hazardous Waste: Oils, Paints, chemicals, solvents, asbestos etc.

Electrical Waste: Electronic and electrical items, such as plant, catering equipment, IT equipment.

Plasterboard containing gypsum.


We must identify waste which poses a risk whilst in our workplaces such as broken glass or drug user items and ensure that it is properly protected prior to disposal to minimise the risk of injury.

It is our policy to ensure that all waste produced is disposed of in accordance with the requirements of the Environmental Protection Act 1990 and the subsequent Regulations made under this act.

For Site work away from our own premises, we hold a valid waste carrier's licence (reference: CBDU217008) to take away small amounts of waste in our vehicles, a copy of the licence will be carried within each vehicle to show to anyone who wishes to see it. Larger amounts of waste will be disposed of using licensed waste carriers with copies of the requisite waste transfer notes held on file for auditing purposes.

Timber based product purchase & use shall be closely monitored to ensure that a continuous” chain of custody” exists. Records are available for inspection upon request.

The Management monitor and review our Policies and Systems via internal discussions, including our external Advisor who is an Associate Member of the Institute of Environmental Management and Assessment and member of Birmingham, Health, Safety & Environment Association (BHSEA).

Signed:  Ian Walker Date: 7th October 2020

Title: Managing Director On behalf of Woodcraft Joinery Ltd Ltd

Scheduled date of next review of this Policy: by end of October 2021 unless required earlier