



COMPANY POLICY – Intelligent Workplace Solutions Ltd		
Title: ENVIRONMENTAL POLICY	REFERENCE NO: CP025	
Effective date: 12/11/2021	Supersedes: 11/01/2021	
Review date: 31/12/2022		
Authorised by: S. Guthrie, Chairman		

ENVIRONMENTAL POLICY

WORKPLACE is an environmentally conscious company and as such we acknowledge the potential environmental impact that our operations may have on the environment. Our activities include building support services such as cleaning, security, grounds maintenance and their associated business administration.

Top management endorses this policy and ensures it is compatible with the context and strategic direction of the company. Top management in co-ordination with the Environmental Management Representative are accountable for the effectiveness of the integrated management system (IMS) and are responsible for ensuring that it is communicated, understood, implemented and maintained at all levels within the company and ultimately, that it achieves its intended outcomes.

Top management promotes and is committed to continual improvement of the IMS to enhance environmental performance. This is facilitated through the setting of documented environmental objectives based on our significant environmental aspects, compliance obligations and considering our risks and opportunities.

Action plans have been set to achieve objectives and are maintained as part of the IMS internal auditing, monitoring and integrated management review processes. The results of which are communicated to interested parties, where appropriate.

Top management is committed to ensuring that the Company protects the environment by:

- Maintain our registration to the environment management standard BS EN ISO 14001: 2015 as defined within the scope of our IMS
- Minimise waste by reducing and reusing
- Maximise recycling
- Dispose of materials responsibly
- Complying with the energy savings opportunity scheme (ESOS) through regular auditing
- Prevent pollution
- Reduce emissions from buildings and business-related travel
- Ensure that this policy is publicly available
- Raise staff awareness of sustainability development issues across the company
- Reduce the usage of paper and office consumables

To achieve this:

- All employees will as a part of their role within the organisation, identify any environmental hazard or bad practice.
- No employee will attempt to transfer/move any hazardous waste or toxic waste without waste transfer notes.
- Management is trained to encourage all clients to develop waste streams and recycle wherever practical.
- All staff will pass on contact information for no commercial gain to help any client or prospective client to improve the environment.
- Our purchasing policy is to use biodegradable materials wherever practical or re-useable materials.
- Reduce the duplication of paperwork wherever practical and to use electronic storage in preference to paper records where the law and practicality allows.

This policy will be communicated to all staff and organisations working for or on our behalf. Employees and other organisations are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own work, so far as is reasonably practicable, is carried out without risk to themselves, others, or the environment.

This policy will be reviewed annually by top management and where deemed necessary will be amended and re-issued. It is available to interested parties via our website and Client portal.

Previous versions of this policy will be archived and are available upon request.