

## Environmental Policy

A&M Defence & Marine Services Limited is committed to improving its environmental performance by complying with relevant guidance and regulation and by adopting modern methods of environmental management and sustainable development wherever practicable.

### Aim of this Policy

The aim of this policy is to enable this organisation to:

- reduce its impact on the environment
- ensure compliance with environmental legislation and regulations
- ensure the effectiveness of its environmental management system
- reduce its use of energy and resources
- minimise its waste
- reduce unforeseen environmental risks.

We are committed to the management of our environmental aspects and seek to:

- meet or exceed the requirements of all environmental legislation under which we are obligated
- maintain the continual improvement of our environmental performance through the regular review of our management system.

### Waste Management and Recycling

In this business:

- all waste appropriate for recycling (ie plastics, paper, tins and glass) will be placed in the appropriate receptacles ready for collection by recycling services
- all electrical waste will be disposed of according to the Waste Electrical and Electronic Equipment Regulations (WEEE)
- discarded furniture and office equipment will be offered to charity for recycling or reuse.

We will comply with all current national and local waste management laws, policies and procedures and will regularly review our performance in this area.

## Energy Efficiency

To conserve power, staff should:

- turn off non-essential lights and power sources when not in use
- keep windows and doors closed when using heating
- report malfunctioning thermostats on radiators immediately.

In addition, the organisation will invest in energy efficient buildings by:

- ensuring that boilers and heating systems are regularly serviced and properly maintained
- ensuring that energy efficient light bulbs and low power or energy efficient equipment are used wherever possible
- ensuring that all buildings are properly maintained
- monitoring bills and arranging “green” gas and electricity tariffs.

## Water Wastage

Staff should ensure that they only use as much water as is necessary. They should report any dripping taps or leaking pipes immediately.

## Procurement

The Purchasing Manager should ensure that, where possible, suppliers use environmentally acceptable packaging.

## Pollution

Pollution will be minimised by:

- investing in cleaner equipment wherever practicable
- ensuring that existing equipment is maintained and serviced
- ensuring that any dangerous substances are used and disposed of properly.

## Transport

The environmental impact of transport used will be minimised by:

- ensuring that all company vehicles are serviced regularly and are kept in good condition, thus enabling them to run efficiently
- eliminating the use of vehicles for unnecessary trips
- not overloading vehicles
- encouraging and facilitating vehicle sharing where possible
- moving to low-emission vehicle use wherever possible
- not driving with excessive speed.

## Environmental Management Systems

As part of the organisation's EMS, we will:

- identify and monitor any environmental impacts of our activities and wastes through the use of an environmental audit
- set measurable targets to continually improve environmental performance
- review this policy and environmental performance regularly
- keep relevant environmental records and reports
- communicate environmental good practice and provide environmental awareness training for staff.

## Review

This policy will be reviewed annually.

Signed by (Managing Director):



Date:

23/09/20