

## The BESA Group

### Environmental policy

## **ENVIRONMENTAL POLICY STATEMENT**

The BESA Group including SFG20, Refcom, SKILLcard, Welplan, BESA Training, Besca and BESA Knowledge recognises that operating with concern for the environment is good business practice, and will therefore conduct its business with respect and care for the environment. To achieve this the Company requires all employees, contractors and suppliers to carry out their activities in accordance with this policy by meeting the requirements of our Environmental Management System.

### **Specifically the Company will:**

- Assess the environmental impact of processes, products and waste.
- Control the use of resources and energy.
- Meet or, where practical, exceed the standards dictated by environmental legislation and regulation.
- Always attempt to reduce waste generated.
- Ensure that all waste that is generated is recycled, reused or recovered, where possible, or disposed of responsibly.
- Commit to the prevention of pollution.
- Commit to continually improve the environmental performance of the company.
- Raise awareness of environmental issues through effective co-operation with employees, suppliers, customers, contractors and regulators.
- Ensure that environmental targets and aims are achieved by implementing and using appropriate management systems, procedures and methods that will be monitored, audited, reviewed and continually improved as necessary.
- The BESA Group will always endeavor to assign adequate training and resources to ensure that all its employees are informed, aware of and comply with the contents of this policy and the associated environmental management system.

### **Responsibilities**

#### **Employees**

All employees are responsible for safeguarding, as far as they are able, both their working environment, the working environment of others and the general environment around us. This includes:

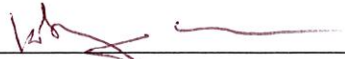
- Complying with standards, procedures and instructions
- Notifying the company of potential problems and hazards
- Avoiding needless wastage of resources and materials
- Promoting good environmental practices.

#### **Management**

Management are responsible for ensuring that the BESA Group complies with environmental legislation and achieves the Company's environmental policy.

Managers must therefore:

- Develop and maintain procedures to protect the working and general environment,
- Liaise with government and enforcing organisations
- Establish individual responsibilities, objectives and accountabilities for BESA Group staff,
- Monitor implementation of procedures and work practices to ensure compliance,
- Provide communication opportunities for staff, contractors, suppliers, clients and community representatives to discuss environmental issues,
- Investigate and where necessary, report environmental incidents, near misses and take appropriate follow-up actions.

Signed:  \_\_\_\_\_

Chief Operating Officer

Date: 22/07/19

Review

Date: 22/07/20

### **Mission Statement**

The BESA Group recognises that it has a responsibility to the environment beyond legal and regulatory requirements.

As a group, we are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy, with regular review points.

We recognise that organisations of all kinds are increasingly determined to achieve and demonstrate sound environmental performance, by controlling the impact on the environment by their activities, products and services.

This is in the context of growing environmental awareness, increasingly stringent legislation and other factors promoting environmental protection and best practice.

We are concerned about the environment and recognise that good environmental management must be an integral and fundamental part of our corporate business strategy.

We will actively encourage members, suppliers and other stakeholders to do the same.

Our activities are designed to reduce our harmful impact on the environment and everyone working for the BESA Group or on the Groups behalf are asked to support this statement.

It will be reviewed regularly by a Director, who will take advice from suitably qualified persons, and from those whom this policy may affect.

If necessary, a revised version of the policy will be issued to reflect the latest developments.

The BESA Group will ensure that this policy and any developments are communicated in an appropriate and effective way to all staff and others.

## **Scope of Policy Statement**

This statement covers all buildings, goods and services used and provided by the BESA Group and others working for or on behalf of the BESA Group

The policy excludes the indirect impact of our services that we cannot control or influence, and any supplier impact that we are unable to influence.

## **Environmental Commitments**

In the course of BESA Group operations, and within resource constraints, we will improve our environmental performance by:

### **Resources**

- Conserving energy, water, wood, paper and other resources, particularly those which are scarce or non-renewable, while still providing a safe and comfortable working environment;
- Reducing waste through re-use and recycling and by using refurbished and recycled products and materials where such alternatives are economical and suitable; and
- Ensuring that any products used or derived from wildlife, such as timber and plants, are from sustainable sources and comply with European Union and international trade rules such as CITES (the Convention on International Trade in Endangered Species).

### **Pollution**

- Monitoring relevant discharges and emissions to air, land and water to ascertain what action is necessary to reduce pollution or the risk of pollution; and
- Phasing out, where practical, ozone depleting substances and minimising the release of greenhouse gases, volatile organic compounds, vehicle emissions and other substances damaging to health and the environment.
- The BESA Group promote remote and flexible working to lower pollution levels and the use of skype meeting to reduce the amount of travel on public transport and private car transportation.
- A home working policy is in place to help to reduce car pollution
- There is a car sharing policy in place at the Penrith Office and a cycle to work scheme is in operation.

## **Management of Regulations**

- We aim to meet, and in some cases exceeding, all relevant, current and foreseen statutory regulations (including the Environmental Information Regulations), codes of practice and other requirements that we adopt;
- Specify that contractors comply with the same when working on our premises
- Develop and maintaining emergency procedures for effectively dealing with significant hazards where they exist, limiting the risk to health and the environment.

## **Management of Communication**

- BESA Group will communicate openly with staff and others, and will educate and train our colleagues, and other relevant persons and organisations to encourage them to support our environmental objectives

- Respond appropriately to reasonable external requests for environment information.

### **Management of Purchasing**

- Whether any goods or services are environmentally preferable will be an important factor when any purchasing decision is made.

### **Management of Estates**

Ensuring, where practicable, either through our own actions or by negotiation with any property owner, that buildings occupied by us, are designed, constructed and operated to optimise their environmental performance.

### **Management of Environment**

BESA Group will demonstrate that, where relevant, environmental issues are considered when making decisions, planning and developing policy, programmes and projects; and monitoring progress against the environmental aim and other indicators.

### **Responsibility**

The Directors are responsible for ensuring that the environmental policy is implemented. However, all employees of the BESA Group have a responsibility in their area to ensure that the aims and objectives of the policy are met.

### **Policy Aims**

#### **The BESA Group will:**

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

### **Paper**

- We will minimise the use of paper in the office.
- We will reduce packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.
- We will encourage the use of electronic copies of documents to reduce printing and paper wastage.

### **Energy and Water**

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use, or operate on a timer or sensor
- Heating will be adjusted with energy consumption in mind.

- The energy consumption and efficiency of new products will be taken into account when purchasing.

### **Office Supplies**

- We will evaluate if the need can be met in another way.
- We will evaluate if renting/sharing is an option before purchasing equipment.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to.

### **Transportation**

- We will reduce the need to travel, restricting to necessary trips only.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing, Skype calling.
- We will make additional efforts to accommodate the needs of those using public transport or bicycles.
- We will favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency

### **Maintenance and cleaning**

- Cleaning materials used will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

### **Monitoring and improvement**

- We will comply with and exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training.
- We will review this policy annually, or as and when changes are made to legislation and or approved codes of practice.

### **Culture**

- We will involve staff members in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- We will provide staff with relevant environmental training.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- We will use local tradesmen and materials where possible to reduce CO2 and help the community.

