

Environmental Management Policy

Policy Statement

Carmichael^{UK} primarily provides temporary, contract and permanent recruitment services in the Construction sector. The company is committed to carrying out its business in the most sustainable manner in order to impose the least impact on the environment. This policy has been developed in accordance with the requirements of ISO14001:2015.

Policy Scope

This policy is not contractual but environmental issues are an integral part of our quality management processes and we believe it is important to provide a framework for setting objectives and targets. This ensures that our employees, suppliers and clients can work collaboratively with us to improve our environmental performance.

We are committed to complying with all relevant laws, environmental legislation, regulations, approved codes of practice and other external requirements or compliance obligations as applicable to our business. Where practicable, we will set internal standards which meet or exceed these requirements. In order to develop our environmental policy, we have adopted a minimum set of standards, concentrating on processes that cut down waste, re-use resources and recycle wherever possible.

Policy Elements

To ensure that this policy is effective, Carmichael^{UK} will focus on the following actions as a minimum standard:

- disposing of any waste produced in an environmentally responsible manner wherever reasonably practical
- ensuring wherever possible that all products derived from natural resources are purchased from sustainable sources
- setting and reviewing annual objectives typically via the management review process and establishing, implementing and maintaining programmes in order to achieve these objectives
- ensuring that all decisions regarding working practices and purchasing take relevant environmental considerations into account

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- facilitating where possible the reduction in use of company vehicles during working hours and regularly monitoring the condition of such vehicles with a view to the reduction of harmful emissions
- training and encouraging all staff to work in an environmentally responsible manner, and ensuring our systems of communication raise awareness and keep all staff and interested parties informed
- endeavouring where possible to ensure that clients, suppliers, and contractors with whom we have dealings are likewise environmentally minded in their approach to business conducting audits of procedures and practices and responding to deficiencies through a planned programme of remedial action

Minimum environmental standards

The points outlined below are the minimum environmental standards which we require and will endeavour to achieve along with set objectives. We are committed to continual improvement of the management system (with the aim of enhancing environmental performance), protection of the environment and the prevention of pollution throughout all business activities.

Waste disposal

We will investigate and utilise, wherever possible, environmentally sound waste disposal methods in respect of all waste materials. Any product discharged by us into the draining system or into the air will comply with any legislative requirements.

Energy efficiency

Within the parameters of health and safety, we will minimise the use of energy. All employees are requested to turn off the lights and/or any fans when leaving their offices unattended, and to turn off the lights and fans in the toilets and other rooms when not in use. Electrical equipment including computers, photocopiers, and printers should not be left turned on and running when not in use, unless there is particular reason (ie terminals left on following request by the IT department in order to undertake essential maintenance outside of normal working hours).

Transport and deliveries

The use of electronic mail is encouraged to reduce the requirement for couriers and postal mail. All new business vehicles will be chosen with environmental efficiency in mind. We will maximise the efficiency of our vehicles through maintenance, appropriate selection of vehicles/engine size, and specific driver training. Vehicle should be driven, within the parameters of health and safety, with fuel efficiency in mind.

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The use of video/telephone conferencing will be promoted to reduce unnecessary travel. Where travel to meetings is necessary, we encourage the use of active transport, public transport or shared transport.

Communication and training

This policy will be made readily available to all employees, suppliers and customers and we will ensure awareness of environmental issues throughout all areas of the business through staff training and development. In addition, reminders/signs/posters may be utilised in appropriate places around our premises to encourage staff to recycle, reduce and reuse.

Responsibilities of Carmichael^{UK}

The Managing Director is ultimately responsible for ensuring that the Environmental Policy is fit for purpose and is monitored and reviewed regularly. The Board of Directors are collectively responsible for promoting sustainable business practices across the company.

Responsibilities of Employees

All employees are responsible on a day to day basis for ensuring that they use facilities and resources responsibly in order to reduce the environmental impact of the company.

All employees must ensure that any suppliers, business partners, consultants, contractors and temporary workers who work for or with Carmichael^{UK} are aware of this policy and that they assist us in working in a sustainable manner.

Approval & Review

This policy will be reviewed regularly, and at least once every year to ensure continuing suitability with requirements with additional alterations made from time to time in the light of legislative changes, operational procedures or other prevailing circumstances.

This policy has been approved by the Board of Directors to ensure it is appropriate to the nature, scale and purposes of the business in relation to managing our impact on the environment. The policy has been reviewed and signed off by the Managing Director as noted below:

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Board Representative: Rod Carmichael

Position: Environmental Manager & Managing Director

Date: 3rd January 2023

Signature:

