

DOCUMENT CONTROL INFORMATION				
Date	Version	Status	Editor	Comment
09.01.2020	PP18 V6	Void	CN	Annual Review
03.01.2021	PP18 V7	Void	CN	Annual Review
03.01.2022	PP18 V7	Void	CN	Annual Review
03.01.2023	PP18 V7	Active	CN	Annual Review NC

Role/Site/Client                      **Company-Wide**

Task/Name of SOP	<b>Environmental Awareness Policy</b>
References:	Health & Safety at Work Disciplinary Procedures Employee Handbook Energy Saving

**Brief:**

Eboracum Security will at all times achieve the highest level of environmental control. It will also ensure that it adheres to its own Environmental Management Systems, Process Controls and Procedures and strive to improve them continuously.

**Policy Details:**

Eboracum Security will at all times achieve the highest level of environmental control. It will also ensure that it adheres to its own Environmental Management Systems, Process Controls and Procedures and strive to improve them continuously.

The company is committed to applying Good Professional Practice throughout its organisation and to fulfilling a high standard of performance and the expectations of its customers.

All staff must familiarize themselves and regularly up date themselves on the company’s standards of environmental management, and are required to take a positive attitude to minimising the company impact on the environment.

The company is committed to continually improving the effectiveness of the environmental management systems, and to prevent pollution within the company working environment, and to the wider external environment. To these ends we established a number of objectives they are:-

- To increase computer usage by 10% per annum
- Reduce paper usage by 10% per annum
- Recycle used ink cartridges 100%
  
- The impact on the external and internal working environment to be monitored continuously and formally reported annually
  
- Full compliance with all applicable legislation and codes of practice, measured by zero adverse comments from regulatory authorities
  
- To ensure all staff are trained in Environmental issues and awareness

- Reduce waste by reducing the generation of waste, recycling waste that is generated and properly disposing of waste that cannot be recycled. We will avoid unnecessary use of hazardous materials and products, seek substitutions when feasible and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of.
- Promote the efficient use of material and resources throughout our office including water, electricity, raw materials and other resources, particularly those that are non-renewable.
- Purchase recycled, recyclable or re-furnished products and materials where these alternatives are available, economical and suitable.
- We will ensure products, materials and energy purchased are suitable. We will ensure products, materials and energy purchased have been selected based on criteria including low toxicity or environmental hazard, durability, use of recycled materials, reduced energy and/or water consumption, reduced packaging, source as locally as possible to minimise transport impacts and have the ability to be recycled, refilled or refurbished at end of life.
- Ensure this policy is widely communicated to all staff, sub-contractors and affiliate partners, and we will promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner.
- Train, educate and inform our employees about environmental issues that may affect their work. We will also consult our staff as widely as possible on new environmental activities and encourage their active involvement wherever we can.
- Aim to minimise the dependence on private motor vehicles by encouraging the use of public transport, cycling and walking, which have less environmental impact.
- Strive to continually improve our environmental performance by periodically reviewing our environmental policy in light of our current and planned future activities. We will ensure that appropriate environmental risk assessments are conducted and contingency procedures are in place in the event of environment accidents or emergencies.
- Encourage employees to use public transport or car sharing

Policy Review This policy was last reviewed and agreed by the board and seeks to be reviewed and updated annually. Any queries arising regarding this policy should be addressed to Carl Nickson.

Approved By:

Carl Nickson  
Director  
03-1-2023

