

ENVIRONMENTAL POLICY

Sylmasta Ltd recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods.

Responsibility

, Office Manager, is responsible for ensuring that this environmental policy is implemented, however, all employees have a responsibility in their area to ensure that the aims and objectives of this policy are met.

Policy aims

We endeavour to:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Increase employee awareness and training.

Paper

We will:

- Minimise the use of paper in the office.
- Reduce packaging as much as possible.
- Reuse and recycle all paper where possible.

Energy and water

We will seek to:

- Reduce the amount of energy used as much as possible.
- Switch off lights and electrical equipment when not in use.
- Adjust heating with energy consumption in mind.

Office supplies

We will:

- Reuse and recycle everything we are able to.

Transportation

We will:

Maintenance and cleaning

We will:

- Only use licensed and appropriate organisations to dispose of waste.

Monitoring and improvement

We will:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Increase employee awareness through training.
- Review this policy and any related business issues at monthly management meetings.

Culture

We will:

- Update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- Involve staff in the implementation of this policy, for greater commitment and improved performance.
- Provide staff with relevant environmental training.
- Use local labour and materials where available to reduce CO2 and help the community.

Simon Bedding

Director

Date: 01 July 2020