

**ConneXions Group Ltd**  
**ENVIRONMENTAL**  
**POLICY**

# **CONNEXIONS GROUP LIMITED**

## **ENVIRONMENTAL POLICY**

### **INDEX**

- 1. POLICY STATEMENT.**
- 2. CONNEXIONS GROUP LTD EFFECT ON THE ENVIRONMENT.**
- 3. CONTROL MEASURES.**
- 4. LEGISLATIVE COMPLIANCE.**
- 5. GENERIC PROCEDURES.**
  - **Responsibility**
  - **Temperature control**
  - **Airflow**
  - **Electricity**
  - **Gas**
  - **Water**
  - **Waste Recycling**
  - **Contractors**
  - **Staff training**
- 6. IMPROVEMENT PLAN**
- 7. ENVIRONMENTAL REVIEW**

## **CONNEXIONS GROUP LIMITED**

### **ENVIRONMENTAL POLICY**

**It is the corporate goal of ConneXions Group Limited to be a good neighbour, concerned for our community and environment.**

**ConneXions Group Limited recognise their responsibilities to manage the environmental impact of it's activities, products and services.**

**In order to promote good environmental practices throughout the organisation, ConneXions Group shall:**

- 1. Identify any effect of it's activities on the environment.**
- 2. Develop suitable objectives and apply control measures to minimise the impact and risk to the environment.**
- 3. Comply with relevant environmental legislation.**
- 4. Minimise the inputs of utilities and resources and the outputs of emissions to atmosphere, effluents to waters and waste disposal facilities; endeavouring to re-use, re-cycle or recover materials where possible.**
- 5. Ensure the environmental policy and it's objectives are communicated, understood and implemented by all ConneXions Group employees and to ensure that staff receive appropriate environmental training where appropriate.**
- 6. Commit ConneXions Group towards continual improvement in environmental performance.**
- 7. Revise the policy periodically, adapting it to any new requisites that should arise.**

**Name .....**

**Title .....**

**Signature .....**

**Date .....**

## **2. ConneXions Group Effect on the Environment**

The activities and operations of ConneXions Group impinge upon the environment during normal, abnormal and accident / emergency conditions.

The key areas of impact on the environment are as follows:

- Utility usage – gas, electric and water consumption
- Waste disposal
- Re-cycling
- Use of vehicles

## **3. Control Measures**

In order to minimise the risk from the above activities ConneXions Group has the following control measures in place:

- ❑ Use of electronic e-mail instead of paper where possible
- ❑ Planned preventative maintenance (PPM) schedules for plant and equipment
- ❑ Periodic servicing of plant and equipment
- ❑ Maintenance and servicing of vehicles
- ❑ Housekeeping regimes
- ❑ Quarantine area for broken equipment
- ❑ Control of contractors working in our premises
- ❑ Where possible, reduced waste to landfill
- ❑ Reduced energy consumption through the switching off of electrical equipment and lighting when not in use
- ❑ Staff awareness of ConneXions Group effect on the environment
- ❑ Staff training in the safe use of plant and equipment
- ❑ Safe use of chemicals including storage
- ❑ Accident and emergency procedures to deal with all relevant conditions

#### **4. Legislative Compliance**

ConneXions Group will keep up to date with any legislative changes via the Environment Agency / Net Reg's web sites on at least a quarterly basis.

Any changes required will be incorporated into the improvement plan in order for ConneXions Group to comply.

Legislative compliance will form a regular agenda item on the team meetings.

#### **5. Generic Procedures**

##### **Responsibility**

It is the responsibility of all staff to be aware of the surroundings and the effect that their actions may have.

Overall responsibility for all aspects of the environmental policy falls to the Managing Director of ConneXions Group. It is his role to delegate responsibilities to appointed persons.

##### **Temperature Control**

The control of temperature is paramount to the type of activity taking place in each area of the buildings. During the normal day, the ambient conditions will be controlled through thermostat regulators.

##### **Air Flow**

A good air flow is required for comfort. Ventilation fans and roof venting are used to control airflow.

##### **Electricity**

In order to reduce electricity consumption all staff are instructed to ensure lights are off and the level of electricity used reduced in areas of the buildings that are not being used.

Areas that this is particularly applicable include: -

- Office lights, computers, printers and other electrical equipment such as the photocopier should be switched off after staff have left the building.
- During their lunch hour or regular breaks from the computer, staff are also encouraged to ensure their computer monitors are switched off.

- Replacement light bulbs where applicable are changed to environmentally friendly bulbs. These bulbs not only have a longer life span but reduce electricity consumption.
- Heaters and Cooling Fans are to be turned off in areas not being used for long periods.
- Radiators that can be controlled are situated within centre offices and reception points.

At the close of day it is the responsibility of the staff on shift to ensure that all electrical equipment is switched off throughout the building this should include all lights.

### Gas

The offices have water boilers and heating boilers. In order for the boilers to work efficiently they are looked after and maintained. To ensure greater efficiency all pipes throughout the building are well insulated.

### Water

Water conservation is a vital part of energy efficiency. In order to conserve resources and reduce costs the following approach to water conservation is taken:-

- To reduce the water wastage, all staff are instructed to ensure all unattended taps which are running are switched off.

### Waste Recycling

In order to ensure that ConneXions Group has an effective waste management system the following steps are being considered:

#### **Paper and Cardboard**

In order to reduce the quantities of paper used, staff will be encouraged to recycle non-confidential documents and reduce paper consumption. This will be completed in a number of ways.

- Used documents are to be used as scrap note paper for inter office use.
- Used envelopes are used for internal mail.
- Double sided photocopy documents whenever possible.
- Use e-mail to send letters and memos.
- All confidential paper documents no longer require shall be shredded and then placed into appropriate recycle bins located in the offices.
- All non confidential paper documents shall be placed into the appropriate recycle bins located in the offices.

## **Ink Cartridges**

In order to reduce the our carbon footprint, staff are encouraged to recycle ink cartridges.

## **Contractors**

ConneXions Group has a duty to ensure that contractors and self employed persons working on the companies premises recognise their obligation to comply with the ConneXions Group environmental policy.

## **Staff Training**

Training can play a key role in protecting the environment. Knowledgeable staff can save money and contribute something to the environment.

Training is achieved in various ways including; -

- Induction training – All new starters will receive a copy of the ConneXions Group environmental policy document.
- Staff Notices – Information is placed on staff notice boards relating to environmental issues and working practices.
- All staff shall receive basic training in environmental management, waste management and efficient use of energy and utilities at least annually on staff training days.

## **6. Improvement Plan**

ConneXions Group has identified the following actions with timescales to improve it's environmental performance:

Action	Timescale
1. Implement recycling schemes to include paper and cardboard.	Ongoing
2. Ensure staff receive basic environmental awareness training.	Ongoing
3. Maintain maintenance regimes on vehicles, plant and equipment.	Ongoing

## **7. Review**

### **Control and Review**

**ConneXions Group will ensure that processes and systems are operating safely and effectively by documenting policies, procedures, standard and guidelines where relevant. These processes and systems will be subjected to periodic audits to determine the level of effectiveness of the environmental management system. Where non effective elements are discovered the cause will be identified and necessary corrective actions taken.**

**The Environmental Management Policy will be subject to periodic review to ensure its continued suitability and effectiveness. The review will address the need for changes to policies and procedures in the light of where legislative changes, audit results and the commitment to continually improvement.**