



ENVIRONMENTAL AND SUSTAINABILITY POLICY

Orseal Limited recognises the importance of environmental protection and sustainability, we are committed to operating our business in an environmentally responsible manner which is appropriate to the nature, scale, and environmental impacts for our activities to fulfil its compliance obligations. In accordance with any statutory or legal requirements and the requirements of ISO 14001:2015 we review, monitor, and implement changes to continually improve the protection of the Environment and prevention of pollution.

Our commitment involves:

- Regularly assess the environmental effects of the Organisation's activities.
- Training of employees in environmental issues
- Minimise the production of waste.
- Minimise material wastage.
- Minimise energy wastage.
- Promote the use of recyclable and renewable materials.
- Prevent pollution in all its forms.
- Carefully vetting out suppliers to ensure their commitment and standards are equal to ours.
- Control noise emissions from operations
- Minimise the risk to the public and employees from operations and activities undertaken by the Organisation.
- Continually strive to improve the environmental management system and review objectives and targets.

The Environmental Management System and objectives will be subject to monitoring as part of the Management Review process to ensure that we meet the needs and expectations of interested parties and we provide adequate resources to achieve compliance.

We define sustainability as - A dynamic continuous improvement process that enables people, now and in the future, to have quality of life, in ways that protect and enhance the Earth's life support system. The company endeavours by following this process to contribute towards the larger global contribution of sustainability.

Scope:

This policy is applicable to all employees, contractors, and sub-contractors.

Responsibilities to support this policy:

Management will:

- Ensuring the integration of the Environmental Management System requirements into the Organisation's business processes, improving awareness and understanding.
- Ensuring that the resources needed for the Environmental Management System are available.

- Communicate the importance of effective environmental and sustainability management and of conforming to requirements.
- Encourage sustainable procurement to reduce environmental impact of our activities and maximise the use of existing resources.
- Review at management meetings to ensuring that the Environmental Management System achieves its intended outcomes.
- Directing and supporting employees to contribute to the effectiveness of the system.
- Promote continual improvement.
- Support other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility,
- Comply with the specific legal and other which relating to Environmental impact.

Sheq/HR Manager will:

- Ensure that the Environmental Policy and Environmental Objectives are compatible with the strategic direction and the context of the Organisation.
- Continue to develop, review and where necessary revise the Environmental element of our Management System and supporting documents with the specific aims of taking accountability for the effectiveness of the Environmental Management System
- Monitor compliance with this Policy.
- Monitor the Aspects, Impact and Objectives as outlined in the register.
- Monitor and investigate all incidents and near miss reports to implement control measure to prevent a reoccurrence within the company.
- Ensure communication of outcome of any investigation into environmental incidents and near misses to employees to prevent recurrence.

Employees will:

- All employees must follow and use the Management System as a guide.
- Report all environmental incidents and near misses to prevent recurrence within the Company.

Environmental management systems

Our environmental management system has created in compliance with the international standard ISO 14001:2015. This includes systems to assess the environmental impact of our operations and the provisions of appropriate levels of training and information to support our environmental aims and objectives. We will encourage each employee within the company to follow our example, to take personal responsibility for environmental protection and enhancement within their own sphere of responsibility to standards that are commensurate with the high standards set by the company. The company collaborates with our subcontractors and suppliers to improve their environmental performance. We require our managers to promote a culture of environmental management improvement in all parts of the business.

Aims:

Within our business activities we will aim to set an example of responsible Environmental and Sustainability Management, including active re-cycling of materials wherever practical. The company will comply with all the relevant legislation and adhere to the principles of the prevention of pollution during design and operational performance. Arrangements to achieve these targets include the following: -

- Raise awareness of the importance of both respecting and protecting the environment.
- Promote and implement the use of materials from sustainable and responsibly managed sources.
- Have a purchasing procedure considering environmental impacts.
- Minimise the use of non-sustainable natural resources.
- Minimise waste through an effective waste management system.

- Monitor and reduce water consumption.
- Monitor and reduce energy use, reducing where appropriate using LED lighting, automatic switch off, sensors etc...
- Monitor and reduce the volume of waste produced and increase the recycling of materials, especially plastics, disposing of all waste in a safe and responsible manner including WEEE.

Waste Management Hierarchy

The company's waste management process is based on the following principles. Listed in preference priority order.

- **Reduce at Source** - wherever possible we will reduce the purchase and use of individual use items; examples include non-rechargeable batteries...
- **Re-use and Repair** - Before discarding items, we ensure that they are at the end life within our company and that someone else cannot make use of it, examples include paper into scrap notepads (non-confidential), computers and peripherals, furniture...
- **Recycling** – We encourage all employees to adopt good recycling practice. Where practical, buying products made from recycled material in preference to first generation materials thereby helping to sustain a market.
- **Dispose** – Material that is at 'end of life' for our company are to be collected by an approved waste collection that segregates into re-use and recycle.

Waste Types

Office Waste - Prior to placing orders for waste removal or disposal, consideration to the waste hierarchy is given, we prioritise re-using and recycling before removal is undertaken. Example – re-using of folders by relabelling and wastepaper (non-confidential) into scrap pads.

Confidential Waste – Employees place all confidential waste into a locked waste collection bin and collected by an approved contractor in accordance with Data Protection Act.

Chemical and Bio Waste – Collection and disposal of any chemical or bio waste will be in accordance with Coshh assessments, this includes by-products and waste materials, will only be undertaken by an authorised, approved contractors.

Manufacturing and Production, – The disposal of manufacturing and Production waste is the responsibility of supervisors and managers, this includes segregation and disposal into the correct receptacle.

Packaging Waste – The company endeavours to re-use packaging materials where possible and applicable.

Environmental Aspects and Impacts

Please refer to Aspects, Impact and Objections register and relevant assessments.

Waste Management License

Approved waste collection contractors will hold a waste collection license and complete a waste collection note for each transaction.

Reporting System

The company encourages employees in the event of any accidents, incidents, near misses, faults, and dangerous situations, to report to Sheq and/or management all events as soon as practically possible.

Monitoring and Audits

Review of this policy and the effectiveness of the environment management system is undertaken by the Sheq manager at least once in each calendar year or in the event of significant change in the company's operations. The review may include consultation with representatives of our stakeholders.

The company will make available to all interested parties a copy of this policy.

The company will communicate this Environmental Policy all employees, external providers, and other interested parties.

Date of Issue: 5th January 2023

Signed:

A handwritten signature in black ink, appearing to read "Shaun Gray". The signature is written in a cursive style with a horizontal line underneath.

Print Name: Shaun Gray – Operations Director

Date of Next Review: 4th January 2024