



Environmental Policy

Last reviewed: 01/7/17
Next review: 01/7/17

Mission Statement

Alecta Technical Solutions 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 performance in regards to the environment. This is an integral part of our business strategy and operating methods, with regular review points. We endeavour to encourage our customers, suppliers and other stakeholders to do the same.

Responsibility

Mark Saville is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility to ensure their area of work meets the aims and objectives of Alecta Technical Solutions' policy.

Policy Aims

We endeavour to:

- Comply with and exceed all relevant regulatory requirements
- Continually improve and monitor environmental performance
- Business decisions to incorporate environmental factors
- Employee awareness and training when required.
- Reduce environmental impacts and continually improve.

Paper

- We will minimise the use of paper in the office and in the field – Using digital devices to aid this.
- We will reduce packaging as much as possible
- Where possible, we will seek to buy recycled and recyclable paper products.
- We will re-use and recycle all paper where possible.

Hazardous Waste Management

- Safe storage of dangerous substances
- Identification, labelling and classification of waste considered dangerous to health or the environment.
- Registration to governing bodies for the control of hazardous waste.
- Residue and unused waste, gases and refrigerant removed from site and disposed of in accordance with local and national regulations.

Energy and Water

- We will seek to reduce the amount of energy used as much as possible.
- Electrical equipment and lighting will be switched off when not in use.

- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

Office Supplies

- We will reuse and recycle everything we can.
- We will evaluate the use of equipment and share where possible, before purchasing equipment.
- We will evaluate the impact that new products we purchase will have on the environment.
- We will favour more environmentally friendly and efficient products wherever possible.

Transportation

- We will reduce the need to travel, restricting to necessity trips only.
- We will promote the use of e-mail or video phone conferencing as an alternative to travelling.
- We will make additional efforts to accommodate the needs of those using public transport and bicycles.
- We will share journeys where possible
- We will favour 'green' vehicles and maintain all vehicles to ensure efficiency.

Maintenance and Cleaning

- Cleaning materials used will be as environmentally friendly as possible.
- **We will only use appropriate organisations to dispose of waste, who are licensed.**

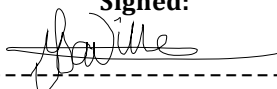
Monitoring and improvement

- **We will comply with and exceed all relevant regulatory requirements.**
- **We will continually improve and monitor our performance in respect to the environment.**
- **All business decisions will incorporate environmental factors**
- **We will increase employee awareness through training.**

Culture

- **Staff will be involved in the implementation of this policy, for greater commitment and improved performance.**
- **Once a year, this policy will be reviewed in consultation with staff and other stakeholders, where necessary and update accordingly.**
- **We will provide staff with relevant environmental training.**
- **We will use local labour, materials and suppliers where possible to assist us in reducing CO2 and also to help the community.**

Signed:



Position:

Managing Director

Date:

27th June 2017