

The Clipfine Group of Companies recognises that its business activities interact with the environment in a variety of ways. These activities have an impact in the key areas of:

- Raw material use.
- Energy use.
- Generation of waste materials.
- Employee Training and Support.

The company recognises that it has a responsibility to help protect the environment wherever it has an opportunity to do so, be a responsible neighbour and to provide a comfortable environment for its employees to work in.

As such, the company is committed to:

- Continual improvement in the environmental impact of its business activities.
- Improving the environmental benefits provided by its products/services.
- Preventing pollution within the Office Head Quarters and operational site locations.
- Complying with all relevant legal, customer, and other third-party requirements.
- Adopting best practices applicable to its activities wherever it is practical to do so.

The company will achieve these commitments through the following means:

- The implementation and maintenance of an Environmental Management System that is independently certified as compliant with ISO 14001: 2015.
- Employing processes that identify the aspects of the Company's business that have an environmental impact and quantifying the significance of each aspect.
- Setting objectives for reducing our environmental impact and maintaining an environmental performance improvement programme to enable them to be achieved.
- Ensuring that our employees, suppliers, and customers are aware of any support required by them to support the Company's commitments and environmental objectives.
- Training our employees in good environmental protection practices and encouraging employee involvement in environmental improvement initiatives.
- Continually monitoring the environmental impact of our business activities.
- Maintaining our membership with the 'Chartered Institute of Waste Management'.
- We have appointed a Champion whose role it is to ensure that management set appropriate goals and objectives to ensure we meet the commitments defined in our Policy. We have ensured our Champion has sufficient influence in the company, he reports to the Chairman ensuring that policy issues are taken seriously, acted upon both initially and if they arise after contract/service implementation.
- Undertake an environmental impact audit on any new project before work is commenced to ensure that the project is delivered in accordance with our Environmental Policy. A copy of that report to be provided to the Environmental Champion.
- Ensure that all Staff, Operatives and Contractors are aware of their responsibilities as defined in our policy and a system is established to carry out random inspections of sites to secure compliance.
- Ensure Staff, Operatives and Contractors route their day with the aim of saving fuel by using the shortest possible practical routes considering traffic flows and areas of heavy congestion.
- Ensure that the 'Take back schemes' under our "Buy Recycled" policy are implemented and ensure that all purchases are examined with a view to identifying recycled options.

## Our Objectives

1. Clipfine will wholly support and comply with or exceed the requirements of current environmental legislation and codes or practice. We will strive to adopt the highest possible environmental standards in all our operations, wherever these are located. We will also endeavour to ensure that clients work to our operational standards.
2. Clipfine is committed to taking environmental impact into account in delivering services to our clients. Our objective is to minimise energy and water usage in order to conserve supplies and lessen our consumption of natural resources. We will as far as possible purchase products, services and plant that reduce any negative impact on our environment.
3. Clipfine will operate and maintain company vehicles with due regard to the environmental issues as far is reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate.
4. Clipfine will minimise the waste produced in all parts of our business and reuse or recycle as much as possible and encourage similar environmental standards to be achieved by all third parties involved with our business.
5. We recognise that our business activities interact with the environment in a variety of ways and that our everyday actions consume energy and produce carbon emissions. In conjunction with our reduction measures we have adopted carbon offsetting and are looking to support projects around the world, which reduce carbon emissions through avoidance measures, clean / renewable energy generation, combatting climate change and sustaining our environment for future generations.
6. To continue to work towards and in compliance with PAS2080 Carbon Management in Infrastructure.
7. To work in accordance with the Climate Act 2008 and play our part in reducing the UK's net emissions of greenhouse gases by 100% relative to 1990 levels by 2050.
8. At Clipfine, we believe that effective management of our Supply Chain is a critical part of our commitment to providing services that reduce any negative impact on the environment. We will seek suppliers and service providers who have high standards of environmental performance and are offering products that have reduced environmental impacts, and who are actively seeking to maximise the proportion of sustainable materials used.
9. Clipfine aim to provide appropriate environmental training for our Staff and Contractors, promoting the inclusion of environmental considerations in all aspects of their work. Further, we will ensure all Staff and Contractors understand our environmental policy and encourage their involvement in ensuring that our services are delivered in accordance with that Policy. Additionally, we are an active member of the Supply Chain Sustainability School which we also use to train our staff.
10. It is our intention to communicate openly and consult with any interested parties on environmental issues i.e. the local community, regulators, suppliers, and clients and include environmental briefings in team meetings to raise awareness of issues.

## General

- Separate bins for wastepaper to be collected for recycling.
- Pollutants and waste chemicals to be disposed in accordance with legislation.
- Copies to be double sided wherever practicable – replace photocopiers which do not double side copy.
- Energy Saving.
- Replace all existing light fittings with energy efficient units.
- All lights to be turned off when rooms are left empty.
- Time switches to be introduced where appropriate to control heating, lighting, and air conditioning.
- Eliminating use of disposals such as paper/plastic cups by using china or other, permanent material cups.
- Identifying current waste products from business and recycling or replacing as appropriate such as glass bottles, plastic containers.

- Wherever reasonable, practical, and hygienic to do so; reduce the unnecessary waste of water as water is a precious resource.

## Local Agenda

Whilst working with Clients in delivering Clipfine services across the country, we are very conscious of diverse needs of the local socio-economic community. In terms of Sustainability we do not limit this to Environmental issues but are proud to be an employer of local residents within the area, creating jobs, and thus wealth, for local people. We require our Staff to have a good local knowledge and as a result it makes economic sense to employ residents from the local or surrounding areas. The benefits to our Staff are reducing their travel time, reducing their carbon footprint, and maintaining a healthy work/life balance.

## Supply Chain

Where possible, Clipfine look to support our local business community, using local Suppliers if there are any purchasing requirements or services for our contract delivery. This reduces logistics, travel times and packaging, and ultimately reduces our environmental impact.

The implementation of this Environmental and Sustainability Policy is fundamental to the success of the company's business and must be supported by all employees as an integral part of their daily work.

This policy applies to all employees of Clipfine Limited and is publicly available to interested external parties upon request.

Date: November 2020

Signed:



T. MacCarron  
Chairman

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