## Environmental Policy

It is the policy of C & D Partnership Ltd, to provide our services using working practices that are safe and healthy for the environment generally.

To this end, all employees are to at all times to carry out our operations so that, as far as it is reasonably practicable, the environment and health and safety of any person or any part of the ecosystems we work in will not be adversely affected.

The applicable legislation is:

* Workplace (Health, Safety and Welfare) Regulations 1992
  + Health and Safety at Work etc. Act 1974
  + Factories Act 1961
  + Offices Shops and Railway Premises Act 1963
* Control of Pollution Act 1989
* Environmental Protection Act 1990
* Management of Health and Safety at Work Regulations 1999
* Control of Substances Hazardous to Health Regulations 2002

Our Management will strive to ensure that the environmental procedures as listed below are observed and promote an awareness of eco-friendliness in all employees as an integral part of good management.

* All waste paper, cardboard, tin, plastic and foil are recycled
* Other waste is disposed of appropriately
* Where feasible, files are kept electronically and not documents are not printed for filing in paper folders
* All designs and consultancy will include, where feasible, the re-use of existing materials, and options which are friendlier towards the environment at the right cost
* Sustainable options are discussed in all projects
* Our electricity comes from 100% renewable sources
* Remote working is supported and promoted within the Company to save on car journeys to the office

Monitoring of the Environmental Policy is the responsibility of Katrina Creaser who will monitor at regular intervals and recommend changes where necessary.

The Environmental Policy is the direct concern of all employees within the Company and all employees are accountable for its implementation.

Katrina Creaser ensures that adequate training is available, and to ensure that all employees are familiar with current legislation, procedures and policies.

It is the responsibility of all employees to ensure that they all look and seek out new methods or ways of saving waste and improving environmental conditions, this subject will be part of the management review.

It is the responsibility of the purchaser of office cleaning products to ensure that they comply with the BUAV Cruelty Free Purchasing Standard i.e Ecover, Tesco Naturals or Method. These products are also environmentally friendly.

**Experience**

Katrina Creaser has been working with environmental issues for since 2000 and was Secretary for the local Green Party.

C&D employees are proficient in environmental issues, locally and globally and are able to advise on sustainable technologies available such as geothermal heating, photovoltaics, rain water harvesting etc. This experience and knowledge is put to use within the working practices of the company and also in the building services designs produced by the company.

### **Audits**

Audits are carried out on an annual basis on the following areas;

* Office waste and recycling
* Office energy usage
* Company car use and travel
* Site issues and practices – waste disposal, energy usage and transportation
* CPD – Green library – improvements on sustainable technology and cost, the green market place and new developments

### **Targets**

Office Waste

* Paper/Cardboard 100% Achieved in 2007
* Kitchen waste (Plastic containers, tin and foil) 100% Achieved in 2007
* Batteries (Disposed of in battery bank) 100% Achieved in 2010
* Less than 1 bag of rubbish disposed of per week 100% Achieved in 2007
* Use of scrap paper for internal printing 100% Achieved in 2010
* Earn recycling Gold Star 100% Achieved in 2010

Office supplies

* Paper (buy part recycled or from managed forests) 100% Achieved in 2008
* Toilet paper (buy whole or part recycled) 100% Achieved in 2008
* Envelopes (part recycled or from managed forests) 100% Achieved in 2008
* Energy (heat and light only on when required) 100% Achieved in 2006
* Energy provided by renewable sources 100% For electricity in 2007
* Move to paper-less filing system 80% Achieved in 2008
  + As above 90% Achieved in 2014
* Use of Adobe Acrobat to email documents rather  
  than print and post 100% Achieved in 2008

Transport

* Use of public or active transport favoured when feasible 75% Achieved 2011
* Remote working by all employees by 2 days per week 100% Achieved in 2010
* Raise remote working to 3 days per week 100% Achieved 2011
* Raise remote working to 5 days per week 100% Achieved 2013

Design

* Sustainable technologies option offered on designs 100% Achieved in 2007
* All designs offer EA compliant solutions 100% Achieved in 2008
* Provide information on funding sources and

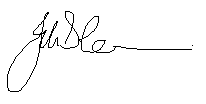
government initiatives to promote sustainable

technologies. 100% Achieved in 2007

* Green information posted onto social networking

sites and web site 100% Achieved in 2010

Next review due: January 2017



John Creaser

Eur Ing John Creaser B.Eng (Hons), C.Eng, FIHEEM, MCIBSE

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