

# ENVIRONMENTAL POLICY



## Policy Statement

SCCS are committed to continually improving and promoting sound environmental practices as a fundamental part of its strategic business practices. The Company will continually strive to reduce its potential impact on the environment.

The Company is not currently certified to any recognised quality standard.

## Company General Commitments

The Company will:

- Comply with all relevant environmental legislation as a minimum level of performance, ensuring that business activities actively consider pollution prevention and our impact on the environment.
- Set annual environmental targets and objectives that are specific, measurable, achievable, relevant and time bound.
- Communicate Company aims & objectives to SCCS personnel & our business partners.
- Educate & train SCCS personnel on appropriate environmental issues & the impact of its business activities.
- Actively ensure environmental legislation is adhered to.
- Collate and report Carbon usage for Scope 1,2 and 3 emissions.
- Work in accordance with its own sustainable practices and encourage those practices within its business activities.
- Ensure all hazardous waste is disposed of by licenced hazardous waste carriers.
- Commit to providing adequate resources to help reduce the company's environmental impact on partners/suppliers.
- Give due consideration to environmental concerns & impacts into all business decision making & business activities.
- Take the interests of the local business community into account in its business operations.
- Commit to continuous improvement in our businesses impact on the environment.

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Policy Reference:	014.2.2012.PL
Revision No:	14
Revision Date:	15.10.2024
Review Date:	08.10.2025
Reviewed by:	Roz Wankling
Approved by:	Kevin Smith

## Company Aims

- Enabling sustainable development through our solutions.
- Improve environmental footprint by integrating the objectives set by the Environmental, Social and Governance committee (ESG) throughout its business operations.
- To ensure practices are followed as set out in the Sustainable & Responsible Procurement Policy with consideration given to the environmental impact of the purchase throughout its life cycle, with forward planning of correct disposal methods.
- Reduce waste through the re-use & recycling and by the purchase, where appropriate, of recyclable or re-furbished products and materials within its business operations.
- Ensure the correct containment & ultimate disposal of business waste streams.
- Promote the efficient use of resources by reducing the consumption of water & energy through the sensible management of SCCS premises, buildings, equipment and vehicles.
- Provide the necessary information to enable materials to be properly used, stored & disposed of in order to avoid unacceptable effects on SCCS personnel and others who may be affected by SCCS's business operations.
- Avoid unnecessary use of potentially hazardous materials, substituting them with less hazardous alternatives.
- Designing workstations to make full use of available natural light, thus keeping the need for artificial lighting to a minimum.
- Control of any noise emissions which may disturb neighbouring properties.

## Employee Obligations

SCCS personnel shall be required to comply with the following obligations:

- Take individual responsibility for minimising personal use of resources & utilities (thus reducing environmental impact).
- Cooperate with the Company to enable it to achieve & surpass its environmental obligations & aims.
- When using resources, do so in a manner consistent with training, information & instructions issued.
- Report any/all environmental concerns to the Company.

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## Compliance & Monitoring

The Company shall:

- Review this policy at appropriate intervals but not less than annually.
- Ensure that a system of monitoring & reviewing its compliance with legislation is in place and take such steps as are necessary to ensure compliance by all.

## Business Impact Overview

The business activities of the Company are considered to have a low impact on the environment and therefore pose a low risk to its personnel and others who come into contact with them.

## Responsibilities

### Overall responsibility

The Regional Director shall have overall responsibility for the management of the Company's environmental management (through the implementation of this policy and all subsequent procedural arrangements).

This shall include the compliance with various legal provisions of the Health & Safety at Work Act 1974 and all subsequent regulations and approved codes of practice.

### Day to day coordination of health & safety activities

The day-to-day responsibility for the Company environmental management shall rest with the Managing Director but delegated as appropriate to suitably competent trained and/or qualified personnel.

### Individual responsibilities

All SCCS personnel shall be responsible for their own efficient consumption of office resources & utilities, minimising the environmental impact of use. They shall also, wherever possible, re-use or recycle materials.

The use of plastics is actively discouraged within the office.

Personnel are required to cooperate with the management team for the purpose of complying with the environmental obligations and aims of the Company.

All environmental concerns must be notified to the management team.

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## General Arrangements

### Environmental management system overview

SCCS shall operate an Environmental Management System which will operate through the provision of the following:

1. This Company Environmental Policy.
2. Appropriate assessment of significant risks reviewed as appropriate.
3. Policies & procedures relevant to the nature, scale & environmental impacts of its activities.
4. Provision of appropriate supervision, training and information to its personnel to maintain & surpass its obligations.
5. Monitor & review its performance against its annual targets, aims & obligations.

### Assessment of risks

Relevant, suitable & sufficient, risk assessments shall be undertaken, as required by competent persons.

The Company will assess environmental risks pertaining to its business activities including the impact on SCCS personnel, neighbouring business premises, and all persons who may reasonably be expected to be affected by SCCS's business activities.

### Purchasing considerations

The Company shall encourage manufacturers & its suppliers to continually improve and develop environmentally sound practices and products at competitive prices (such suppliers/manufacturers being favoured), ensuring our suppliers adhere to high environmental, social and governance standards.

When purchasing office equipment, furniture and office consumables, consideration must be given to the environmental impact/carbon footprint.

Wherever possible office appliances such as printers, air con units and kitchen appliances should be energy efficient.

Office furniture that is made from sustainable materials such as reclaimed wood, renewable materials or recycled materials should be considered over furniture made from non-renewable or non-sustainable wood.

Paper should be eco-friendly for example FSC, CO2 neutral or recycled.

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## Communication of intentions

The aims and obligations of this policy shall be fully communicated to the Company's personnel and all partners with whom it carries out its business activities.

## Accidents & investigations

The company considers its impact on the environment to be low. None the less any environmental incident shall be reported to the management team for recording, incident control, investigation & improvement.

## **Specific Arrangements**

### Pollution Controls

#### Air

The Company does not produce emissions to air that require local exhaust ventilation systems and their upkeep.

The Company's impact is primarily limited to the production of noise & vehicular exhaust fumes. When procuring Company Vehicles, those with less impact on the environment are favoured.

The business activities of the Company are not considered to constitute a noise nuisance to its neighbouring business premises.

Staff are, however, asked to show due consideration and respect when operating motor vehicle entertainment systems by ensuring any entertainment/ music systems are operated at a suitable noise level to prevent noise pollution.

This requirement will apply to Company premises and client sites, whilst on the road on company business or whilst attending any premises on company business.

In summary, the following controls will be applied to driving activities carried out in the course of Company business:

- Timely servicing of all vehicles in accordance with manufacturer recommendations.
- Appropriate repair works as required.
- Vehicles should be maintained to ensure road worthiness and to reduce impact (including minimising excess weight carried in the vehicle, avoiding hard acceleration and braking, monitoring exhaust condition, avoiding unnecessary engine revving and effective tyre management as detailed in the Company Driving & Vehicle Policy).

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- Turning off vehicle engines (not leaving them idling) when not required. This particularly applies when a vehicle is located close to any building opening/ enclosed space, where persons may inhale exhaust fumes.
- Using logistical planning, delivery routes are planned based on location to ensure efficiency which reduces emissions from delivery vehicles.

## Water pollution

The Company does not produce emissions to water that require special controls or licences.

Where cleaning chemicals are held on site the Company will strive to purchase suitable products which reduce impact on the environment upon their discharge into the general water course during the cleaning process.

Only minimum operational cleaning substances will be held on site to avoid incident on site.

The Company does not generally use hazardous materials but where such a need arises such item will be used strictly in accordance with manufacturer safety data sheet information, specifying the correct handling, storage & disposal of the item.

The Company will strive to conserve water whilst still providing a safe and comfortable working environment.

## Ground pollution

The Company does not produce emissions which may tend to pollute the ground.

## Waste production & disposal' Re-use of materials

SCCS strives to re-use business materials wherever possible to maximise the use of any material before its disposal. Typical examples are the re-use of paper materials by using scrap pads and re-use of glass coffee jars by members of staff.

Personnel are encouraged to re-use materials where possible, providing any ideas for global company policy to the Management Team.

When using products derived from wildlife, such as timber and plants, the Company will strive to ensure these come from sustainable sources and comply with EU and international trading rules.

## Sustainable printing

Printers should be set to default to double sided printing.

Avoid the use of paper wherever possible. Before you hit 'print' consider if you really need a hard copy.

Digital documents are easier to share, store, and search through. They not only save paper but also eliminate the need for physical storage space.

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Whenever possible, view documents on your computer or mobile device, and use digital signatures for official documents.

Black and White printing is preferable over colour printing.

Re-use wastepaper (from the printer) where possible, using the blank side for notes, etc.

## Recycling of materials

When purchasing materials & resources for use, the Company will prefer, where possible, to purchase items which are recycled.

SCCS personnel are encouraged to separate their waste streams. Bin receptacles are available throughout the building for separating batteries, plastic, paper & aluminium items.

IT equipment is re-used or when no longer possible recycled.

All goods covered by the Waste electrical and electronic equipment (WEEE) regulation 2013 are collected and recycled via suppliers that hold the appropriate environmental waste license and comply with the DCF code of practise.

## Hazardous chemical disposal

No special arrangements are required on site.

## Efficiency in operations

### Water use

The Company shall only use water which it requires in the course of its business operations and shall avoid wastage.

When consuming water to make drinks, all personnel are encouraged to use re-usable water bottles.

Chilled and filtered mains fed drinking water machines are available in each kitchen and single use plastic cups have been banned.

Kitchens have water urns in place of kettles to reduce water wastage and excess electricity consumption.

Water sources are firmly secured after use to ensure water resources are not wasted (for example, through dripping taps).

### Electricity use

Office workstations are designed, so far as possible, to maximise the use of available natural light thus reducing reliance on artificial lighting.

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Air con units should be set at a temperature between 19-23 degrees Celsius to minimise swings in temperature requiring increased electricity usage.

Work computers should be set so that the screen turns off after 1 minute and to go to sleep mode after 5 minutes not in use (both in battery mode and plugged in).

All equipment including PC screens, printers, chargers & desktop or portable appliances are turned off when their use is not required and, in any event, each evening at close of business.

## General efficiency

All working equipment shall be kept in a good state of repair to ensure that equipment can achieve the task for which they are required without the need to prolong its use (thus using excess utility resources).

## Control of infectious virus & similar

Exceptionally it is possible that viral outbreaks have the potential for impact on SCCS personnel and any person who comes into contact with SCCS personnel.

Each potential threat will be considered on its own merits/ risk and SCCS will be guided in any operational controls by the advice issued by the Health & Safety Executive and Government.

## **Emergency Controls**

The Specialist spillage equipment kits are available for any work carried out on site that requires these.

The company does not require any special evacuation precautions due to the low-risk nature of its premises & operations on site.

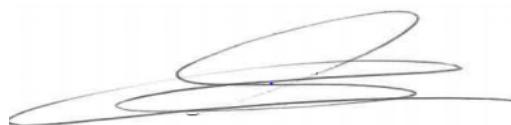
Emergency procedures are in place to control evacuation.

Whilst on any client site, on Company business, SCCS personnel shall ensure they are provided proper site safety instructions which will include dealing with environmental emergencies & reporting them to competent site personnel to minimise impact (and secure safety of all persons on site).

## **Policy Review**

This policy will be reviewed not less than annually.

**Signed:**



**Print name:** Kevin Smith

**Position:** Regional Director  
**Revision No:** 14

**Date:** 8<sup>th</sup> October 2025  
**Next review:** 7<sup>th</sup> October 2026