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**ENVIRONMENTAL AND SUSTAINABILITY POLICY**  
**For**  
**SME Building Services Ltd**

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## **Our Commitment**

SME Building Services Ltd (The Company) is committed to conducting its business in a manner which is environmentally sustainable. It is the responsibility of all employees and associates of the Company to act in a manner consistent with this aim and to ensure that all business is carried out in compliance with relevant environmental legislation and with respect for the environment.

The Company encourages pro-activity by employees in respect of this commitment. The Company will consider any reasonable suggestions made by employees or other person, the aim of which is to minimise the environmental impact of the Company's activities.

This Policy standard is issued on the authority of the Directors.

It is communicated to all employees and is made available to all suppliers, subcontractors and the public.

## **Implementation**

In order to implement our commitment we will:

- a. Assess and regularly re-assess the environmental effects of the Company's activities
- b. Minimise the production of waste
- c. Minimise material wastage
- d. Minimise energy wastage
- e. Promote the use of recyclable and renewable materials
- f. Reduce and/or limit the production of pollutants to water, land and air
- g. Control noise emissions from operations
- h. Minimise the risk to the general public and employees from operations and activities undertaken by the Company

Responsibility for the implementation of our commitment rests ultimately with the Director but lies also with each individual member of the company.

## **Planning**

In order to be able to implement our commitment it is necessary for us to plan our service in a way that is sustainable. This involves careful consideration of each aspect of our service and how we can effectively perform that task with the minimal environmental impact.

We currently implement the following initiatives:

The typical areas of our works that have the potential to impact on the environment are any task involving the following processes:

- Noise for working processes,
- Dust from working processes,
- Vibration caused by equipment,
- Waste from work processes & packaging, re-cycling, by contaminating a mixture of materials that stops the recycling process,
- Emissions from poorly serviced vehicles,
- Substances we use & potential accidental spillage or heat use etc

We constantly consider our emission impact by considering the following:

- Looking at our journey planning & avoiding peak time travel where possible.
- Looking at any excess material our vehicles carry on a day to day basis & keeping this to a minimum.
- Ensuring our vehicles are serviced on a regular basis, ensuring the tyres are inflated correctly & driving in line with the Highway Code

We achieve energy reduction by:

- Closing windows while heating is active
- Opening windows for natural cooling & ventilation
- Switching lights & power off when not in use
- Machinery serviced & maintained to a high standard
- Ensure all equipment is used in accordance with the manufacturer's instructions

## **Monitoring**

It is vital that our plans and schemes for sustainable services are put into practice.

All works and services will be monitored and controlled with the guidelines and ACoPs as practised by the FGAS Regulations. Within this process, records of all works, refrigerant recovery and disposal will be strictly recorded and compile with all FGAS regulations.

In order to maximise the effectiveness of this policy it is important that we involve our employees, clients and suppliers in our commitment. Danny Denvir is



committed to minimising the environmental impact of the business operations and is therefore keen to hear any suggestions to improve the sustainability of the business from employees or clients of the Company.

## **Reviewing**

The Company understands that implementation of sustainability is a process of continual improvement. Therefore the Company will continually review the sustainability of our services.

This will involve both reviewing the effectiveness of existing strategies for reducing our environmental impact and considering and implementing new strategies to further improve the sustainability of the performance.

We can ensure that we continually improve the sustainability of our performance by:

1. Expanding the areas of our service where strategies for increased sustainability are implemented.
2. Enriching the impact of our existing strategies by setting more demanding requirements.
3. Promoting our commitment to sustainability amongst our clients, suppliers and associates.

## **Other considerations**

The Company understands that sustainability relates to more than just environmental concerns. In order to maintain the sustainability of the business we will ensure that we take into consideration the following:

### **Employees**

The Company appreciates that a happy, engaged and motivated workforce is central to the success of the business.

Therefore employees should feel comfortable raising concerns about any aspect of their working environment.

### **Suppliers**

By sharing with our suppliers clear information about our requirements they can be aware of the factors we will consider when selecting a product and supplier. These are reliable delivery services, cost, quality and environmental impact.

By working with our suppliers to set up a supply chain that meets these requirements we can establish long lasting and beneficial relationships with our suppliers which will improve the performance and sustainability of our business.