



Commendium Ltd
Environmental Policy

Ver 1.2

16th April 2008

Issued by: Richard Walters
Issued on: 18th March 2006

Authorised by: Richard Walters Director.

Procedure Ref: COM004-001

Document Control and History

Author	Richard Walters
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Filename	com004-001 environmental policy - ver 1.2 - 16 April 2008
Version Number	1.2
Electronic file location	/commendium/company procedures/Commendium policies and procedures/com004
Manual File location	Not stored as paper.
Date Authorised	16 th April 2008

Version	
1.0	Initial Document
1.1	Revisions to Commendium format with simplification
1.2	New Certificates from Trotters

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1 PRINCIPLES

The aim of this Policy is ensure a high quality of activity within Commendium Ltd (“the Company”). It is expected that these procedures will be modified from time to time. The Policy cover aspects of work to do with general activity with the company and when dealing with customers and suppliers.

2 AUTHORITY

These Policies have the full support of the directorship of Commendium Ltd and therefore constitute an instruction. Persistent non-adherence to them is a matter for disciplinary action which is detailed in the Company Handbook.

3 POLICY

Commendium Ltd is committed to reducing any negative impact it may have on the environment through its operations.

4 APPROACH

Commendium Ltd understands that its impact on the environment falls within several categories: use of resources, energy, transport, suppliers and waste. It seeks to minimize any impact in each of these categories.

4.1 USE OF RESOURCES

The main resources we use are standard office supplies, the majority of which is paper. Resources that give rise to hazardous waste comprise batteries and printing facilities.

- All paper is recycled. We use recycled paper wherever possible. All envelopes are reused and ultimately all paper waste is disposed of to be recycled.
- Ink cartridges are recycled via the supplier.
- Batteries are disposed of according to Cumbria County Council guidelines.

- We also use water. We are not major users of water. However, we have installed low flush toilets.

4.2 USE OF ENERGY

Currently we use two sources of energy – electricity and motor vehicle fuel which is dealt with under transport. When the opportunity to reconsider our electricity supplier arises in April 2007, a reassessment will be made not only on cost but also on environmental grounds.

Commendium Ltd actively seeks to conserve energy. It has installed insulation in its premises, has fitted double-glazing and uses low energy lighting.

4.3 TRANSPORT AND TRAVEL

4.3.1 Travel

At present, Commendium Ltd is a heavy user of road transport. The Company might well cover 250,000 road miles in the course of one year. In order to minimise the impact of road miles the company shall:

- Use low CO₂ emissions vehicles at least less than 185g/km. Our current choice, the Vauxhall 1.3 Diesel, emits 130g/km.
- Use diesel vehicles with appropriate catalytic converters. Our current choice, the Vauxhall 1.3 Diesel, has catalytic converters.
- Use vehicles whose combined miles per gallon is greater than 45 mpg. Our current choice, the Vauxhall 1.3 Diesel, does 58.9mpg.

4.3.2 Avoiding Travel

Commendium Ltd strives to be economical with travel. In particular the measures taken to reduce this are:

- Staff are equipped to work from home and are provided with all necessary means to communicate effectively from home.
- The business is extensive users of video conferencing facilities to avoid unnecessary travel.
- Care is always taken to minimise the amount of travel whilst recognising that our customer commitments have to be met.

4.4 CHOICE OF SUPPLIERS AND PRODUCTS

As from January 2007, we shall be specifying in the tenders which we issue to our suppliers that they in turn should have an environmental

policy that seeks to reduce their environmental impact. We shall consider the environmental performance of companies in our supply chain and, wherever feasible, shall give preference to products and suppliers with the least environmental impact.

4.5 WASTE DISPOSAL

4.5.1 Waste management

We aim to reduce the production of waste in all our activities.

4.5.2 Waste Disposal

The Company disposes of unavoidable waste having regard to Duty of Care and in a manner which minimises its environmental impact. We achieve this by employing the services of an independent contractor, Trotters Ltd, who perform our entire waste disposal and recycling for us. Details of their policies and certification are in the appendix on page 6.

5 STAFF

To meet these objectives it is imperative that all staff are aware of the potential environmental impacts of their work and are committed to improving our environmental performance. Environment issues form part of induction training.

6 APPENDIX ONE – DETAILS OF CONTRACTED WASTE DISPOSAL

All waste is removed from site via services contracted to Trotters Ltds.

6.1 TROTTERS ENVIRONMENTAL POLICY

<u>ENVIRONMENTAL POLICY STATEMENT</u> <u>FOR H & E TROTTER WASTE SERVICES</u>	
General Statement of Environmental Policy	
This company's policy is to identify and alleviate our environmental impact locally, nationally and globally. It is our aim to have continual appraisal of work practices in all fields with a view to continued improvement in the company's environmental performance and prevention of pollution in all areas.	
Undertakings	
This company will undertake to :	
1 Ensure such work practices so as to minimise our environmental impact in all business activities in dealing with waste materials.	
2 Ensure control measures are subject to constant review and improvement, where necessary, so as to reduce to a minimum and alleviate any nuisance to members of the public.	
3 Encourage continued improvement in recycling, composting and landspreading operations and practices so to minimise our landfill usage.	
4 Ensure most efficient use of raw natural materials and resources in an environmentally responsible manner.	
5 Encourage use of recycled products where practicable.	
6 Maintain programmes of training and supervision of employees in environmental aspects throughout the company's field of work.	
7 The Policy will be reviewed on a regular basis, particularly as the business changes in nature and size, to ensure compliance with legislation.	
Responsibilities	
Overall and final responsibility for this Environmental Policy is that of the Partners :-	
..... <i>E. Trotter</i>Mrs E. Trotter	Date..... <i>5.10.06</i>

6.2 TROTTERS WASTE DISPOSAL CERTIFICATES V2



CERTIFICATE OF REGISTRATION UNDER THE CONTROL OF
POLLUTION (AMENDMENT) ACT 1989

Name:	E A National ^{Regulation Authority} Customer Contact Centre		
Address:	The Quadrant 99 Parkway Avenue Sheffield Post Code: S9 4WG		
Tel:	08708 506 506	Telex:	Fax:

The following information is hereby certified by the above-mentioned authority to be information which at the date of this certificate is entered in the register which they maintain under regulation 3 of the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991:

Name(s) of registered carrier:	Henry Trotter, Edna Trotter		
Registration number:	CMA/191226		
Business name (if any):	H & E Trotter		
Address of registered carrier's principal place of business:	Low Dyke Calthwaite Penrith Cumbria CA11 9PS		
Tel:	01768 885261	Telex:	Fax: 01768 885230
Date of registration:	03/04/2007		
Date of expiry of registration*:	02/04/2010		
Date on which last amendment (if any) was made to the carrier's entry in the register:	11/04/2007		

Signature of authorised officer
of the regulation authority

Joseph Quinn

Date 12 APR 2007

See over