

# Environmental Policy

**Aim:** To protect the environment through correct waste management, energy use and raised awareness throughout the company.

**Responsibility of Notice:** Wayne Read (Managing Director)

**Applicable to:** All Staff Members

## Introduction to Environmental Policy

AKP Limited (AKP Ltd) recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact including pollution and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers and suppliers to do the same where possible.

## Policy aims

The aim of this policy is to ensure that AKP Ltd are complying with all relevant regulatory requirements and minimising environmental impact wherever possible. We will do this through the following methods:

### Production Materials

As far as possible, purchasing products and services that do the least damage to the environment

We will ensure that any waste metals from the production process will be segregated and recycled. In addition, care will be taken to ensure materials purchased are cut to size and minimum quantities are ordered to reduce waste.

### Packaging

We will try to reuse packaging where possible to reduce environmental impact. When purchasing packaging materials preference will be given to recyclable products.

### Paper & Office supplies

We will try to minimise the use of paper at all times and all office supplies will be re-used and recycled where possible. When purchasing packaging materials preference will be given to environmentally friendly products.

### Energy and water

We will reduce the energy consumption across the site as far as practicable by ensuring all lights and electrical equipment are fully switched off when not in use. Our workshop has been fitted with low energy LED lighting and our compressor is of an energy saving design. Energy consumption will be a consideration when purchasing new / replacement plant and machinery.

Through the Carbon Charter scheme we will ensure that sustainable energy is used where possible and where not, off set schemes will be considered.

We will also consider heating use with energy consumption in mind. Water use will be reduced where possible and all outlets will remain closed when not in use.

### Transportation

We will aim to reduce the need to travel where possible and will promote the use of travel alternatives through e-mail/phone conferencing. We will make additional efforts to accommodate the needs of those using public transport or bicycles. We will aim to reduce transport CO2 by combining deliveries to the same destination when possible.

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## **Cleaning.**

We will ensure that any cleaning materials used will be as environmentally friendly as possible.

## **Disposal/Recycling**

All waste/recycling that leaves the site will do so via a properly licenced carrier and we ensure that waste transfer notes retained for a minimum of three years as required by legislation.

## **Pollution**

We provide secure and contained storage for COSHH substances on our site, and maintain spill containment equipment and trained spill responders to mitigate impacts where a spill event could occur.

## **Culture and Community**

AKP Ltd want to ensure that all staff members are involved in the implementation of this policy to ensure a greater commitment and improved performance towards our environmental impact. Members of staff will be encouraged to assist in this, to help our community to reduce its environmental footprint.

We are committed to promoting environmental awareness among our employees and encouraging them to work in an environmentally responsible manner

## **Carbon Footprint**

AKP Ltd are working alongside the carbon trust to help us achieve a goal reducing our carbon footprint year on year. We have enrolled in a tree planting scheme with Ecologi to help us to offset our carbon footprint

## **Monitoring and Objectives**

Key performance indicators are monitored on a monthly basis and trends analysed to help us set meaningful objectives for continual improvement

AKP Ltd will set the environmental objectives at the annual top management review meeting held each year, at which time this policy, and environmental aspects and impacts will be reviewed and discussed.

Signed By: Wayne Read Managing Director

Dated

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