



Environmental and Sustainability Policy Statement

All of Greenlite Lighting Solutions Limited operations and activities will comply with this Environmental and Sustainability Policy Statement, relevant Statutory Laws and Regulations.

All premises, operations and activities conducted under the management control of Greenlite Lighting Solutions Limited will, wherever possible, use products and work practices which minimise risk to employees and clients, limit emissions and waste and minimise potential damage to the environment. The company will actively promote the use of sustainable resources.

The proprietor of Greenlite Lighting Solutions Limited fully accepts his responsibilities for this policy and will annually review the performance of the company and its employees to achieve a continuing improvement in environmental matters. It is the duty of all managers and employees to assist in the achievement of this objective.

Particular areas of attention include the following:

- The reduction, and where practicable elimination, of hazardous materials and the safe handling, storage, transportation and disposal of such materials.
- The minimisation and control of solid waste by the use of recycling and recovery programmes wherever possible.
- The monitoring and control of noise emissions to be within authorised limits and best practicable performance.
- The monitoring and maintenance of company vehicles to maximise fuel economy and minimise emissions.
- Establishment of contingency plans for dealing with incidents that could adversely affect the environment.
- The monitoring of work activities to ensure awareness of employees to conduct these activities in an environmentally responsible matter.
- The reduction of non-renewable waste as much as possible

All employees are aware of this policy and are encouraged to recommend action the company can adopt to increase our positive approach to environmental issues.

Sustainability

Our Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.

In order to put these principles into practice we will:

- Include the full costs of more sustainable forms of transport in our financial proposals, rather than the least cost option which may involve travelling by car or air. Where the only practical alternative is to fly, we will include costs for full air fares rather than budget airlines in our financial proposals, and appropriate offsets.
- Avoid physically travelling to meetings etc where alternatives are available and practical, such as using efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners.
- Minimise our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste.
- As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
- Purchase electricity from a supplier committed to renewable energy. Seek to maximise the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes.
- Ensure that timber furniture, and any other timber products, are recycled or from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified.
- When purchasing plant and other vehicles give priority consideration to through life costs, end-of-life recoverables, and predicted life-times

Environmental & Waste Management Policy

Policy

It is Company policy to comply with all applicable environmental laws and regulations and apply responsible standards where laws or regulations do not exist. At all times the Company will conserve energy and where possible recycle material.

In accordance with this, environmental matters shall be considered when planning work procedures and new or revised work processes within the office. Only such procedures / processes with the minimum of environmental impact shall be undertaken.

Targets

It shall be the policy of Greenlite Lighting Solutions Limited to:

- Annually achieve zero enforcement notices against the company
- Reduce energy costs as a percentage of turnover year on year
- Increase percentage of waste returned for recycling

Planning

When planning due account shall be taken of any impact the work may have on the environment, whether immediate or in the future.

Items to be considered shall include, but not be limited to:

- Contamination of the soil by spillage.
- Contamination of drains, waterways, streams or the water table.
- Contamination of the air by the release of gases, vapours, mists, fumes or particulates.
- Ground protection prior to commencement of work.
- Noise & Vibration levels.
- Disposal of waste

Waste Disposal

Waste shall only be disposed of in accordance with current regulations and in such a manner as to minimise environmental impact.

All appropriate waste shall be taken to a place that has facilities for recycling/disposal.

Where provision is made waste shall be segregated into types and placed in the appropriate skip for that type.

In the office waste shall be segregated and disposed of in the appropriate disposal or recycling container or bin.

Where there is a requirement to dispose of waste that may be deemed to be hazardous, a specialist sub-contractor with appropriate disposal facilities shall be employed.

Where the waste does not come under any defined category the Safety Manager must be consulted for disposal instructions.

Recycling

All clean cardboard, paper and metal waste is sent for recycling.

Any electronic items including those incorporating CRT's shall be sent to a specialist recycling unit.

Where possible facilities to recycle consumables such as toners and ink cartridges shall be utilised

Power & Light

Central heating and hot water system to be regularly serviced for maximum efficiency, timers and thermostats to be set appropriate to climatic conditions.

Lights to be switched off when not required.

All appliances to be switched off when not in use. Monitor power saving programs to be used during working hours. Regular comparisons of energy pricing shall be undertaken

Equipment

When purchasing any new equipment due consideration shall be given to environmental performance and efficiency. All such items shall be used in such a way as to maximise environmental and efficiency.

All such items shall be inspected on a regular basis and serviced in accordance with manufacturers' recommendations/Company procedures.

Office equipment

When purchasing any new office machinery or equipment due consideration shall be given to environmental performance and efficiency.

All such items shall be used in such a way as to maximise environmental and efficiency.

All such items shall be inspected on a regular basis and serviced in accordance with manufacturers' recommendations/Company procedures.

Transport

Procurement

When purchasing new vehicles due consideration to be given to:

- Purchase Cost
- Emissions rating
- Efficiency (fuel consumption and type)
- Maintenance periodicity and cost
- Residuals (after depreciation)

Maintenance

Vehicles are to be maintained strictly in accordance with manufacturer's recommendation or better.

User checks on oil, water and tyre pressures to be carried out at least weekly (note that low tyre pressure as well as being dangerous, leads to increased fuel consumption)

Name.....JACKSON HALL.....

Signed.....Hall.....

Position.....Co-Manager G. Director.....

Date.....April 2023.....

Review Date.....April 2024.....