

Evergreen, the Cleaning Company Ltd – Environmental Policy

Evergreen recognises its responsibilities as a cleaning service organisation and concerns itself with both long and short term effects of its business in relation to the environment. Evergreen is fully committed to minimising this impact as much as possible. Whilst we welcome the introduction of legal measures, we appreciate that real progress on environmental issues can only be made through the actions of employees within our organisations and our visitors, clients and suppliers.

Therefore we have adopted a positive policy to promote the practical day-to-day commitment to the environment and is reflected in the way we work, the materials and machinery we use, purchase and dispose of.

Specifically, we take action on the following measures:

- Protecting the Atmosphere
- To source and buy environmentally friendly chemicals
- To use trigger sprays whenever possible
- To replace at the end of their lease, vehicles which give a reduced CO2 emission, as well as giving greater fuel economy
- To minimise the use of energy at all times.

Evergreen are committed to...

Environmental Law:

- Complying with and keeping up to date with all relevant environmental law and regulations

Environmental Improvement:

- Ensure continual improvement to reduce environmental impacts

Assessment of long term environmental impacts:

- Ensure that long term costs and environmental benefits are taken into consideration

Environmental Assessment of Contracts:

- Ensure during the tender process of contracts that environmental impacts are assessed

Environmental Awareness:

- Increase awareness of environmental priorities and issues

Environmental Management:

- Implementing management systems, training and communications to minimise impact on the environment

Protecting and Improving the environment:

- Ensure all our employees, visitors, contractors, suppliers and clients take actions to ensure protection and improvement of the environment.

Evergreen, the Cleaning Company Ltd – Environmental Statement

Waste Management

Where possible we will actively recycle the waste we create reducing environmental pressures from waste disposal by:

- The use of recycled paper in our office
- The recycling of all office paper
- To break down and flat pack packaging and boxes
- To reuse packaging for our own deliveries
- To ensure our suppliers take back any palets used during their deliveries
- The recycling of all office printer cartridges
- Supporting our customers by recycling waste from our kitchen, where such a scheme is in existence
- Ensuring any hazardous waste is carefully disposed of.

Noise

We are committed to a quiet environment, and fully appreciate that for our education clients and old people home in particular that there are key times when noise must be kept to an absolute minimum, eg, exams and performances and also ensure that noise is kept to a minimum during unsociable hours, eg, night time and early mornings whilst people are sleeping.

Air

We are committed to minimising atmospheric pollution by:

- Minimising vehicle use and fuel consumption
- Encouraging car sharing and use of public transport
- Promote non-polluting methods of transport
- Ensure employees follow our no smoking policy
- Ensure clean air in the working environment

Water

We are committed to preventing water pollution and actually reducing water consumption by:

- Purchase products with the least environment impact.
- Ensure employees turn off taps
- Ensure employees use hand sanitizers rather than using running water.

Vehicles

The Evergreen policy is to reduce car usage for both business and personal use.

- **Public transport** - ensure that employees make as many journeys as practicable by public transport.
- **Car sharing** - Evergreen also encourages car sharing and ensuring employees plan ahead whilst booking appointments to reduce mileage.
- **Recruit locally** - Evergreen also tries to employ people who live close enough to individual sites, whenever possible, to enable them to walk into work.
- **Servicing and Maintenance of vehicles** -Evergreen vehicles are serviced regularly and maintained and we always look to purchase vehicles with low emissions again to minimise the impact on the environment.
- **Use driving techniques that reduce fuel consumption** – avoid sharp braking and heavy accelerating.
- **Recycle engine oil.**
- **Use alternatives** – to transport ie write, phone, fax or email.

Purchasing Policy

We believe it is important to continuously review the effect of our purchasing practices. We aim to purchase products, which are low polluting, recycled, ozone friendly, energy efficient, reusable, durable, not tested on animals, purchased in bulk wherever possible to alleviate unnecessary packaging.

Paper Products

All employees in our Head Office have access to email and this has proven to reduce the amount of paper circulating internally in the form of internal memos and newsletters, as well as the use of paper and envelopes from external sources. See also, Waste Management above.

Summary

We recognise the enormous value of our environment and aim to conserve and enhance it so as to leave to the children of tomorrow what was left for us. All our activities are designed with this in mind and we feel doing our 'part' to Improve and Protect the environment is very important.

Evergreen, the Cleaning Company Ltd – Challenge for all employees.

Evergreen have a management system in place to ensure that all our employees, visitors, suppliers and clients help play a part in implementing our environmental policy. It is important to remember that complying with policy is one of many objectives our company has. Criteria such as value for money and quality must also be given suitable consideration.

We have set ourselves some targets and challenges, that we feel if we work together to achieve them, we can have a more positive effect on our environment.

Air: road transport is one of the biggest sources of pollution in the UK contributing to poor air quality, climate change, congestion and noise disturbance. Of the 33 million vehicles on our roads, 27 million are cars. Whilst travel by car is often the only practicable option, there are simple steps we can all take to reduce the number of journeys we take and their impact on the environment.

All of our employees are asked to follow the checklist to ensure we minimise our impact:

- **Avoid using cars for short journeys** – combine trips or, alternatively, walk, cycle, or take public transport
- **Purchasing small diesel cars only** – smaller cars have lower emissions.
- **Care for your vehicle** – check tuning, tyre pressure, brakes and fuel consumption – regular servicing and maintenance helps keep your car efficient and saves fuel.
- **Lighten up** – roof racks add drag and other unnecessary weight increases fuel consumption.
- When your tyres need replacing consider **low rolling resistance** replacements – ask your tyre fitter for advice.
- **Drive gently** – racing starts and sudden stops increase fuel consumption. Use higher gears when traffic conditions allow.
- **Steady your speed** – at around 50mph (80 kph) emissions will be lowest, rising dramatically above 70mph (110 kph).
- **Switch off when stationary** – if stuck in traffic or stopping more than a minute. Idling engines make sitting in jams even more unpleasant. Do not run the engine unnecessarily – drive off soon after starting (in some areas it may be an offence to leave the engine running).
- **Be considerate of those around you** - reduce the volume of your car stereo or close your car window in residential areas, and avoid sounding your horn or revving your engine.
- **Air conditioning and on board electrical** devices increase fuel consumption – only use them when really necessary.
- **Travel plans** are a range of practical measures to reduce car use for journeys to and from work and for business travel. We encourage colleagues to use public transport. Most of our clients' premises have improved cycling facilities which also encourages our employees to use non-polluting methods of travel.
- **Adhere to Evergreen's no smoking policy.**

Evergreen also recruit locally to allow employees the opportunity of walking to work where possible.

Water: It is estimated that companies use thousands of cubic metres of water a year. Evergreen feel more can be done to reduce the amount of water in our buildings and contracts where we provide a cleaning service.

- **Conserve water** - use the most efficient plumbing fixtures. A whopping 73 percent of the water you use in your home/office is either flushed down the toilet or washed down the shower drain. Toilet dams or bricks placed in your toilet tank can save four gallons of water per flush, or up to 13,000 gallons a year for the average family of four. Low-flow toilets and showerheads also yield major water savings. Repair drips promptly; a dripping faucet can waste 20 gallons a day, a leaking toilet 200 gallons. Sweep driveways and sidewalks instead of hosing them down
- **Hand Sanitizers** – the usage of hand sanitizers instead of employees using water and hand soap.
- **Turn off taps** – encourage employees to turn taps off whilst not in use.
- **Report all leaks and dripping taps.**
- **Automatic flush controls in toilets** - encourage our clients to use this type of system.

Water continued: Everyday activities in the workplace can lead to polluted runoff which is among the most serious sources of water contamination. There are many ways in which we can reduce this risk.

- **Hazardous products** – ensure employees are aware of how to correctly dispose of hazardous chemicals. Contact the Local Authorities for further advice.
- **Nontoxic cleaning products** – use nontoxic products where possible.
- **Recycle and dispose of all trash properly** - never flush non-degradable products, such as disposable diapers or plastic tampon applicators down the toilet. They can damage the sewage treatment process and end up littering beaches and waters.

Energy: Evergreen feel that if we all follow some simple rules then we can all make a significant impact on the amount of energy we use. If we follow these rules then not only will we save the amount of electricity used but also cut costs down.

- **Unplug appliances** – unplug appliances that are seldom used. At the end of the working day, unplug any machines that are not required over night.
- **Set computers to hibernate/sleep** – this will allow computers to use less power during periods of inactivity.
- **Take control of temperature** – use timers to set what time the heating comes on and off. Close blinds at night to reduce the amount of heat loss.
- **Turn off lights** – Do not forget to turn off lights as you leave rooms. Work by daylight is possible and turn off/dim lights in unused conference rooms etc.
- **Report faults** – in your heating and air conditioning systems so they run to peak performance.
- **Do not leave machines and equipment running** – whilst not in use.

Recycling: Evergreen feel that recycling is one of the biggest things we can do for our environment, whilst reducing piles of garbage, it will help protect natural resources, cut global warming and save water and energy.

- **Re-use envelopes and paper** – for internal mailings and scrap paper. Also re-use packaging and paper clips.
- **Use recycled paper** – for publicity and information leaflets.
- **Recycle** – all materials for which collection schemes exist.
- **Use email** - as much as possible instead of sending information on paper.
- **Recycle all packaging** – boxes from our suppliers are re-used for own deliveries.

Chemicals: ensure employees are trained on all chemicals used, to ensure safety to themselves and the environment.

- **Concentrated chemicals** – are used to reduce the amount of packaging and transport by deliveries.
- **Pumps** – pumps are used on concentrated chemicals, to ensure no spillages occur into drains and sinks. Pumps all ensure correct measures of the chemical is used to avoid any waste.
- **Non-aerosol products** – to be used where possible.

Evergreen ensure that all of its employees comply with all the relevant law and regulations. If any employees require any advice - then please contact the Office Manager on 01438 748818.

Evergreen recognises that everything we do affects the environment:

- Think about the environmental impacts of what you do and try to lessen them.
- Make sure your colleagues – is there anything you could specify which would bring about important cost-effective environmental benefits.
- Aim for continual improvements to ensure reduced environmental impacts.
- Balancing long term costs against long term environmental benefits.
- Ensure sustainability where possible.

Management at Evergreen ensures:

- That they are aware of environmental laws and regulations that apply to the cleaning industry.
- Include environmental criteria whilst tendering new contracts.
- Keep up to date with environmental impacts of our work and pass knowledge on down the management structure.
- Keep staff aware and trained with environmental priorities.
- Ensure training includes environmental issues.