



# Environmental Policy

## SPE Limited

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### 1. Introduction.

Every company/business has an impact on the environment. It is the intention of this Policy and Policy Statement to communicate the Business aims and principles to managing the environmental effects and aspects of its operations, and to ensure that this level of impact remains within acceptable limits.

There is a need to comply with environmental legislation; environmental legislation covers areas such as air quality, energy, hazardous waste, packaging, waste from construction, and water.

### 2. Environmental Policy Statement.

SPE Limited recognises and fully embraces the needs and requirements of an environmental management plan. The company will ensure that, where practicable, all of its existing and proposed activities comply with the present environmental legal requirements. SPE Ltd will also ensure that the company follow and maintain the ISO 14001 accreditation, allowing the upmost confidence that the company are continually seeking to improve and reduce their environmental footprint. It will keep abreast of new technology and future legal environmental requirements and instigate actions to bring about changes for compliance; this is outlined in section 9 of the company Health and Safety Policy.

The company acknowledges that our services may have environmental in impact on others. To this end, SPE Ltd will continually review all forms of internal and external materials, emissions, substances, fuels and other pollutants used by the company. This review will be instrumental in controlling, reducing and preventing pollution.

The Environmental Policy will be communicated to all employees together with information and relevant training to build a company philosophy of continued improvement in environmental performance.

We seek to achieve these goals by company employees following specific guidelines in the purchasing of materials and products, the use of materials and disposal of waste products. These are reinforced by an active two-way communication, with staff and clients which encourages their input and ideas.

Materials and products purchased should:

- Be capable of recycling where possible.
- Come from a sustainable source.
- Not create secondary problems in their use or disposal.
- Minimise wastage by forward planning.
- Be efficient by correct maintenance of plant and machinery.
- Find alternative uses for waste products.
- Dispose of waste in a controlled and approved manner.

Other areas to consider:

- We will try to manage the number of vehicles allowed to travel to any one site.
- We will recommend that only diesel vehicles be used to lower emissions created from excessive mileage.
- Where necessary we will make enquires to ensure we are aware if asbestos is present on sites prior to commencing site works.
- We will endeavour to offer unwanted materials where possible to charitable causes.

Signed.

A handwritten signature in blue ink, appearing to read 'R. Smith', with a horizontal line underneath.

Richard Smith.  
SPE Ltd Managing Director.

Review Date: 15/05/2022



### 3. Energy.

The aim of the Policy is to ensure that, where possible, SPE Ltd will minimise efficient use of natural resources whilst minimising energy usage, emissions and cost.

- Increase the use of technology to monitor and control energy use.
- To communicate with staff and provide training regarding reductions in the use of energy, and introduce additional signage.
- Set targets aimed at reducing energy usage.
- Reduce the consumption of energy linked to heating, lighting and cooling.

### 4. Waste Policy.

The aim of this policy is to ensure that wherever possible SPE Ltd minimise the production of waste through purchasing practices, re-using materials and recycling. To look at reducing waste at source by reduced packaging, and unused materials which also have a financial and environmental cost impact to the company.

SPE Ltd is committed to:

- Effective purchasing of materials giving consideration to place of purchase and place of use to reduce fuel emissions.
- Improving economy in use of paper consumables.
- Undertake segregation and recycling of waste materials.
- Encourage the exchange and reuse of materials and equipment.
- Offering obsolescent equipment and furniture to local voluntary organisations for reuse.
- Raising awareness amongst staff regarding the need to minimise waste.

### 5. Asbestos Policy.

SPE Ltd has a nominated responsible person whose responsibilities are as follows:

- Ensure that before commencing any works that they are either in possession of or carry out a type I condition survey of any property they are engaged to work in.
- Arrange for type 2 and 3 surveys to be carried out by a contractor licensed by health and Safety Executive (HSE).
- The HSE licensed contractor provides clearance certificate to SPE Ltd and the client so that the information can be entered on the Asbestos Register.
- Ensure that the licenced contractor takes action to maintain a safe working environment, putting into place control measures that may be deemed necessary for identified damaged asbestos.
- Ensure that the licenced contractor removes any problem areas of asbestos and that all safe working practices are in place with all necessary RAMS.
- Ensure that all known areas of asbestos are removed prior to the commencement of work.
- Ensure that all asbestos removed has been taken to a licenced site that copies of all transfer/waste notes are maintained and available for inspection.

### 6. Green Travel Policy.

The aim of this policy is to ensure that wherever possible the staff members of SPE Ltd use sustainable forms of transport when travelling to and from work and when undertaking business activities.

SPE Ltd is committed to maximising effective use of natural resources and minimising pollution connected with travel by:

- Reducing the dependency on car travel to essential business users.
- Provide information on how to reduce the environmental impact of car travel, e.g. regular servicing and checking of tyre pressure, consideration of car share.
- Encourage employees to use the most environmentally friendly option for business travel.
- Maintaining obligations regarding flexible working arrangements
- Provide public transport information.
- Use travel management information as a tool to save and reduce carbon emissions.
- Exploring opportunities to incentivise greater use of sustainable forms of transport.

### 7. Procurement Policy.

The aim of this policy is to ensure that, where ever possible, SPE Ltd purchases materials, goods and services that are manufactured, delivered, used managed and disposed of in ways that align with SPE Ltd environmental objectives.

SPE Ltd is committed to:

Minimising waste by:

- Implementing effective waste management through reuse and recycling procedures leading to reduced consumption of supplied materials.
- Encourage suppliers and supply chain members to reduce/remove unnecessary packaging.
- Considering operating costs associated with purchased equipment including energy, water and maintenance.



Maximising effective use of natural resources by:

- Purchasing re-cycled or re-cyclable materials where possible.

Minimise pollution by:

- Using local suppliers, wherever possible.

Encouraging improved environmental performance from key suppliers by:

- Ensuring that suppliers are aware of the Groups environmental policy.
- Assessing and selecting key suppliers in terms of environmental impact, where possible.
- Purchasing goods and services that may be manufactured, used and disposed of in an environmentally friendly and responsible way.
- Purchase goods and materials from proven sustainable sources.

Communicating with employees concerning the Groups environmental policy and performance against environmental objectives by:

- Training and raising awareness of staff involved in procurement activities.

## 8. Environmental Objectives.

SPE Ltd has set a number of environmental objectives within key areas set out in its Environmental Policy. These are:

Minimising Waste:

- Obtain co-operation from suppliers regarding reduction/removal of packaging material.
- Utilise a higher ratio of re-cycled materials.
- Reduce consumption of supplied materials.
- Segregate waste in order to facilitate increased use of re-cycling.
- Communicate with staff and provide training regarding minimisation of waste and re-cycling.

Maximising efficient use of natural resources:

- Increase the ratio of green energy consumed.
- Reduced consumption of energy used for heating, cooling and lighting.
- Communicate with staff and provide training regarding reduction in the use of energy.

Minimising Pollution:

- Reduce emissions by ensuring that all company vehicles operate at peak efficiency, regular services, and vehicles with correct tyre pressures.
- Communicate with Group drivers to provide training regarding fuel efficient driving practices.
- Encourage where possible car share schemes to and from work.
- Reduce the average level of emissions per Group vehicles, by replacement of in efficient vehicles.

Encouragement improved environmental performance from supply chain/key suppliers:.

- Use local suppliers and contractors where possible.
- Assess key supply chain members/suppliers in terms of environmental impact.
- Select key supply chain members/suppliers in terms of environmental impact, where possible.

Communicating where appropriate, with employees, contractors, and other interested parties concerning the Groups environmental policy and performance and review against objectives:.

- Seek opportunities to communicate with interested parties on environmental issues.
- Remind staff, regularly, of the Groups environmental objectives and targets.
- Use the Group's Annual report in order to highlight environmental developments.

Complying with relevant environmental legislation and regulations:

- Maintain an up to date regulation manual.
- Monitor emerging legislation in order to ensure compliance.
- Arrange for the Groups internal auditors to assess the level of compliance on a regular basis.

Signed.

Richard Smith.  
SPE Ltd Managing Director.

Review Date: 15/05/2022



SPE Ltd is committed to providing a quality service for its customers. One of the ways in which we can continue to improve our services is by listening and responding positively to all complaints, and by putting mistakes right. Therefore, we aim to ensure that:

- making a formal complaint is as easy as possible;
- we treat a formal complaint as a clear expression of dissatisfaction with our service which calls for an immediate response;
- we deal with it promptly, politely and, when appropriate, confidentially;
- we respond in the right way - for example, with an explanation, or an apology where we have got things wrong, or information on any action taken etc.;
- we learn from complaints, use them to improve our service, and review annually our complaints policy and procedures.

Our formal complaints procedure is intended to ensure that all complaints are handled fairly, consistently and wherever possible resolved to the complainant's satisfaction.

SPE Ltd responsibility will be to:

- acknowledge the formal complaint;
- assign the complaint a unique reference number and record the complaint;
- respond within 24 hours;
- deal reasonably and sensitively with the complaint;
- take action where appropriate;
- record all activity.

A complainant's responsibility is to:

- bring their complaint to SPE Ltd attention as soon as the issue arises, usually by next working day; raise concerns either by email, ([info@spe.ltd.uk](mailto:info@spe.ltd.uk)) by letter, or by telephone.