

Environmental Policy

- This document establishes Aluline's policy for working environment. It places specific responsibility on Senior Personnel and on their managers, but is relevant to all staff. The policy is to promote cost effective action to meet legal requirements on the working environment.
- The Working Environment embraces three disciplines:
(i) Environment (i.e. Green Housekeeping); (ii) Energy; (iii) Fire Prevention.
- Aluline Ltd. Recognises that these four disciplines are interrelated in the working environment and need to be managed within a coherent and consistent policy framework.

I. MANAGEMENT OF THE WORKING ENVIRONMENT

Responsibility

- The *General Manager* has overall responsibility for working environment policy within the company.
- The *Managing Director* has overall responsibility for the delivery of the working environment policy.
- The *Manager* has overall responsibility for the local working environment and will nominate staff with specific responsibility for each discipline: environment, energy, fire.
- All staff have a responsibility to adhere to the company's working environment policy and related guidance.

Organization

- The *Managing Director* has asked the *General Manager* to co-ordinate policy and action on the working environment and to report to him on the progress made in meeting legal requirements.
- A Steering Group of Senior Employees will be set up to monitor results and to advise on the future development of policy.
- * Each branch will establish its own arrangements to co-ordinate working environment issues at the local level.

Legislation and Compliance

- Aluline Ltd. is committed to compliance with UK and EC regulation and with Government initiatives relating to the working environment.
- Aluline Ltd. will implement these commitments by the most cost-effective means, with proper regard to value for money.
- Aluline Ltd. managers will give full co-operation to statutory bodies engaged in regulation of the working environment.
- Aluline Ltd. managers will keep informed of legislation relating to environment, energy, health, safety and fire.

Purchasing and Procurement

- *Purchasing Manager* will advise on procurement issues and assist branches, as required, to review their procurement policies with regard to environment, energy, health, safety and fire.
- Aluline Ltd. will advise suppliers of the company's policy on the working environment and have regard to the most cost-effective way in which compliance with that policy can be achieved.

Cost and Benefit

- The management of the working environment is an integral part of this company's system for planning, allocating and controlling resources to achieve procurement efficiency objectives.
- Aluline Ltd. managers should assess the costs and benefits of measures to meet legal requirements and Government commitments on the working environment and make appropriate provision in their plans and recommendations.
- A special effort is made to identify and bring forward 'spend to save' measures.

Reporting

- *General Manager* will prepare an annual company report on the working environment. This will cover all parts of the company and show results, trends and future plans. The report will be available to staff and, on request, others.
- Each branch will prepare an annual report on their local working environment. This will cover environment, energy, and fire. The report will show results for the past year and future plans, including performance targets.

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Communication

- Aluline Ltd. Recognises the legitimate interest staff and external observers have in its management of the working environment.
- Aluline Ltd. managers will communicate openly with staff about working environment policies and practices. The company's working environment Policy Statement and Annual Report will be made available to staff.
- Aluline Ltd. Managers will respond constructively to external requests for information. They may make available the company's Policy Statement and Annual Report on the working environment as well as local reports.

Training

- Aluline Ltd. recognizes that a properly trained and knowledgeable workforce is an essential element in securing sustained long-term improvements in the working environment.
- Aluline Ltd. is committed to providing appropriate and adequate training covering working environment issues to all staff, related to need.

II. KEY ISSUES

Senior personnel must be seen to address the following key issues.

These issues arise from legal requirements and represent company priorities for action within the working environment.

Managers have to access and specify the action needed to meet legal requirements and efficiency having regard to local circumstances and the options available to secure best value for money.

ENVIRONMENT

Pollution

- Aluline Ltd. will monitor discharges and emissions to air, water and land;
- Access what action is required to reduce the risk of pollution; and
- Prepare appropriate action plans.
- Aluline Ltd. is committed to reducing chemicals discharged into the environment and replacing them with biodegradable alternatives.

Conservation

- Aluline Ltd. will monitor and reduce its consumption of raw materials (e.g. paper) and make more use of recycled materials and biodegradable cleaning agents of a multi purpose nature thereby reducing quantities used.
- Aluline Ltd. will monitor and reduce water consumption.
- Aluline Ltd. will advise suppliers of its policy to monitor the environmental impact of the products it buys and uses; to avoid, where possible, the use of non sustainable resources (e.g. Tropical Hardwoods) and to seek cost effective alternatives.

Waste

- Aluline Ltd. will monitor and reduce waste arising from its operation and will promote waste recycling.
- Aluline Ltd. will arrange for the disposal of waste in compliance with the duty of care.

Transport

- Aluline Ltd. will assess transport implications when reviewing the location of its offices.
- Aluline Ltd. will make more use of new technology, where cost effective, to reduce the need for inter-office journeys.

Heritage and grounds

- Aluline Ltd. will keep a record of buildings on its estate of historic or special interest and maintain the to an appropriate standard.

Working for the Environment

Aluline

1 Aldborough Street,
Blyth, Northumberland, NE24 2EU
Tel: 01670 544322 Fax: 01670 544340



ENERGY

Commitment

- Aluline Ltd. is committed to Energy Conservation and to reduce energy consumption.

Energy Audits

- *General Manager* monitor energy consumption and set annual savings targets for each site or building where the company is the sole or major occupier.
- Where Aluline Ltd. is the minor occupier it will liaise with the major occupier and agree the targets.

Technology Advances

- Aluline Ltd. will take account of improvements in technology, which can reduce energy consumption or emissions, having regard to best value for money.

FIRE PRECAUTIONS

Fire Certificates

- Aluline Ltd. will arrange for fire safety assessments to be carried out and appropriate action to be taken to comply with legal requirements, including the provision of fire certificates.

III. DEPARTMENTAL AND LOCAL ACTION PLANS

Aim

- The aim of the company's Action Plan is to provide a framework within which the company can coordinate the action required to implement the company's policy on the working environment.

Objectives

The company will adopt a systematic approach to managing the working environment.

The Objective will help Aluline Ltd. managers and staff:

- To increase their knowledge and understanding of key issues and legal requirements by providing guidance, training, access to expert advice and by commissioning surveys or research.
- To assess the impact of current policies and practices on the working environment, using quantifiable measures where practicable, and to have regard to key issues in developing future policies.
- To prepare branch action plans to improve performance, including targets.
- To monitor and report performance including targets and also have a regard to the principles of BS 7750 on Environmental Management Systems.
- To review and update future plans in the light of past results, legal requirements, company commitments and information about the best practice, having regard to value for money.

This approach will apply to each of the three working environment disciplines.

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KEY ELEMENTS

Professional Advice

- Aluline Ltd. has appointed a *General Manager* on building management and works services to assist Designated Officials.
- *General Manager* will appoint a professional advisor on the working environment to advise on policy issues and to assist with the coordination of advice and training.

Guidance and Training

- *General Manager* will coordinate advice and training in order to increase staff awareness of the company's policy on the working environment; and to help implement that policy.
- * Aluline Ltd. will monitor the appearance of its buildings and surrounding land and comply with the duty to clear away litter and refuse.

Local Action Plans

- Each branch will prepare a Local Action Plan, having regard to the companies policy on the working environment, for their advisory or management board to consider along with an assessment of costs and benefits.
- The plan should look ahead for up to five years and provide the basics of the forward maintenance plan and procurement strategy. The plan will need to be reviewed and rolled forward each year.
- There will need to be consistency between the Local Action Plan and other business objectives and targets agreed with senior management.

ANNUAL REVIEW

The company action plan will be reviewed and rolled forward each year to take account of changes in legal requirements and company commitments.

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