

1 Policy Statement

Charter Tech Ltd is committed to conducting its business in an environmentally responsible manner. We recognize our responsibility to minimize our environmental impact and contribute to sustainable development. This policy outlines our commitment to environmental stewardship and the actions we will take to achieve our environmental goals.

2 Objectives

- To comply with all relevant environmental legislation, regulations, and other requirements.
- To continually improve our environmental performance and prevent pollution.
- To reduce our carbon footprint and resource consumption.
- To promote environmental awareness among employees, contractors, and stakeholders.
- To integrate environmental considerations into our business planning and decision-making processes.

3 Scope

This policy manual applies to all employees of Charter Tech Ltd and where appropriate, any sub-contractors engaged by the company.

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4 Responsibilities

4.1 Management Responsibilities

- Ensure compliance with environmental legislation and regulations.
- Provide adequate resources for the implementation of the environmental policy.
- Set environmental objectives and targets and review them regularly.
- Promote a culture of environmental responsibility within the organization.
- Report on environmental performance to stakeholders.

4.2 Employee Responsibilities

- Follow environmental policies and procedures.
- Take responsibility for their actions and consider the environmental impact of their activities.
- Participate in environmental training and awareness programs.
- Report any environmental concerns or incidents to their supervisor or the Environmental Officer.
- Conserve resources such as energy and water and reduce waste.

4.3 Environmental Officer

- Oversee the implementation and effectiveness of the environmental policy.
- Provide advice and support on environmental matters.
- Conduct regular environmental audits and inspections.
- Ensure that environmental records are maintained and up to date.
- Liaise with external environmental authorities and agencies as may be required.

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5 Environmental Management

5.1 Environmental Impact Assessment

The company will

- Identify and assess the environmental aspects and impacts of our activities, products, and services.
- Implement control measures to minimize significant environmental impacts.
- Review and update environmental impact assessments regularly.
- Ensure that all employees and sub-contractors understand our environmental policy and conform to the high standards it requires.

5.2 Resource Management

The company will

- Implement practices to reduce energy and water consumption in our buildings, vehicles and processes to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable.
- Encourage the use of the recycling facilities provided, and the minimal use of packing wherever possible.
 - In the office there are both general waste and recycling waste facilities available.
 - In the workshop these facilities are also provided together with metal recycling facilities.
 - We do not produce waste of a hazardous nature in our normal business activities. Any waste of this type must be disposed of in the appropriate manner, and with the specific approval of the Environmental Officer and Managing Director.
- Encourage the efficient use of materials and resources.
- Operate and maintain company vehicles with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate.
- Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community.
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.

5.3 Waste Management

The company will

- Reduce waste generation through source reduction, reuse, and recycling.
- Properly manage and dispose of waste in accordance with regulatory requirements.
- Minimize the use of hazardous materials and ensure their safe handling and disposal.

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6 Control of Substances Hazardous to Health Regulations 2002 (C.O.S.H.H.)

6.1 Statement of Intent

Charter Tech's management team understand the importance of protecting the health and safety of all our employees and other persons attending the offices.

This policy has due regard to the related statutory legislation, including but not limited to the following:

- Health and Safety at Work etc. Act 1974
- Control of Substances Hazardous to Health Regulations 2002

The Control of Substances Hazardous to Health Regulations 2002, state that every employer should prevent the exposure of substances hazardous to health, to their employees. Where exposure cannot be prevented, employers should ensure that the exposure is adequately controlled, through the use of risk assessments and appropriate control measures.

The company's policy regarding C.O.S.H.H. is detailed in the company's Health and Safety policy.

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7 Communication and Training

7.1 Communication

The company will

- Communicate environmental policies, procedures, and performance to all employees and stakeholders.
- Provide access to environmental information and guidance documents.
- Encourage open communication about environmental concerns and suggestions.

7.2 Environmental Training and Competency

The company will

- Provide environmental training for all employees, including induction training for new employees.
- Ensure training is relevant to the employee's role and responsibilities.
- Keep records of all environmental training undertaken.

In addition,

- Induction and any ongoing training will be provided for all employees by the Environmental Officer.

Training records are kept in the QA records file on the Management area of the company intranet.

Training will be identified, arranged and monitored by the Environmental Officer and the Managing Director. Where necessary this may require external training providers.

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8 Sustainable Practices

8.1 Sustainable Procurement

Where possible, the company will

- Procure goods and services that have a reduced environmental impact.
- Work with suppliers to promote sustainable practices throughout the supply chain.
- Consider environmental criteria in the selection and evaluation of suppliers.

8.2 Sustainable Transportation

Where possible, the company will

- Promote the use of public transportation, carpooling, and other sustainable transportation options.
- Implement measures to reduce the environmental impact of company vehicles.
- Encourage telecommuting and remote work where feasible.

8.3 Biodiversity and Conservation

In relation to the building and its surrounds the company will

- Support biodiversity conservation initiatives and habitat protection.
- Promote the use of native and adaptive plants in landscaping.
- Implement practices to minimize the impact on local wildlife and ecosystems.

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9 Environmental Monitoring

9.1 Performance Monitoring

The Environmental Officer and Managing Director will

- Periodically review environmental performance against established objectives and targets.
- Conduct environmental audits and inspections.
- Investigate any environmental incident to identify root causes and implement corrective actions.

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10 Policy Review

- This policy will be reviewed annually or in response to changes in legislation or organizational needs.
- Updates will be communicated to all employees to ensure its continued effectiveness.



D A BENHAM

MANAGING DIRECTOR

29-Aug-2024



V CROSS

HEAD OF OPERATIONS – ENGINEERING, H&S AND QUALITY

29-Aug-2024

EXTERNAL VALIDATION

K WAY

HEATH AND SAFETY PROFESSIONAL – (CMIOSH MEMBERSHIP NUMBER – 52343)

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Appendix A – Engineers Code of Professional Practice on Environmental Issues

Introduction.

The following 9-point code is designed to provide to an engineer a basis for a better understanding and greater awareness of environmental issues. By following the actions in this code, engineers will be able to provide a lead in proposing and implementing sound engineering solutions to environmental problems.

The code is issued under the provisions of the Engineering Council's Royal Charter and is for the benefit of the 44 engineering institutions that comprise the Engineering Council's umbrella membership. Engineers should note that their own institutions may have additional requirements to suit their particular disciplines.

Engineers should be aware that non-compliance with the provisions of this code may be relevant when considering professional disciplinary matters, though adherence to the Code will be regarded as demonstrating good practice and which could constitute the best protection against such action.

Professional Role (Work to enhance the quality of the environment)

- Be aware of the wide variety and use of natural resources with which you may be concerned - e.g. human, flora and fauna, air, water and land - and the interactions between them.
- Seek ways to change, improve and integrate designs, methods, processes, raw materials and products to enhance the environment.
- Use the body of knowledge generally available to the engineering profession at the time to anticipate environmental problems that could arise from your professional activities.
- Assess projects to ensure that the products and wastes can be re-used, re-cycled or rendered harmless, and the discharges are controlled to minimise environmental impact.

Approach. (Maintain a balanced, disciplined and comprehensive approach to environmental issues).

- Be aware of the interaction of your work with that of others involved in the same activity. Utilise environmental reviews as an aid to your professional judgement, seeking specialised advice where appropriate.
- Recognise that the impact on the environment:
- Might be so great that the project should be avoided altogether.
- Could be so insignificant that the project could proceed without formal assessment.
- May lie between both the above and action should be taken to minimise environmental effects as far as reasonably practicable.
- Be aware of the range of environmental reviews, varying from basic to comprehensive and seek to ensure that the appropriate level of assessment is applied.
- Seek to ensure that environmental policies, regulations and future objectives are understood, interpreted and applied.

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Assessment. (Carry out systematic reviews on environmental issues).

- Be open-minded, seeking to comply fully with the law and regulatory framework but recognising that you may need to go beyond compliance with the minimum standards which they may represent.
- Be aware of the need to balance reliance on regulations with project specific environmental reviews. Also be aware that environmental reviews involve uncertainty and strategies should be developed to recognise that fact.
- Be mindful of all aspects of the project in an environmental review including all stages of design, manufacture, construction, operation, de-commissioning and disposal of the product, process or system as well as the energy and materials utilised.

Cost Benefit. (Balance economic, environmental and social benefits).

- Seek to balance costs with the net benefits to the environment and to society and to achieve the best practical environmental solution.
- Understand environmental review techniques and to apply them, recognising that not all engineers are expert in assessment procedures.
- Recognise that it is a good discipline to list the cost benefits that result from improvement or modification
- Utilise the best available technology and techniques consistent with environmental targets and commercial practicability.

Management. (Encourage management to follow positive environmental policies)

- Encourage a top-level commitment to an environmental policy which includes public environmental statements and monitoring systems.
- Recognise that a statement of intent is not sufficient to achieve legislative compliance
- Help promote a company culture which actively commits resources to the management of environmental issues at a corporate and individual level.
- Seek personnel policies which provide for education, training and open communication on environmental issues.

Conduct (Act in accordance with the codes of conduct)

- Recognise the general duty under byelaws 68 and 69 to avoid creating danger or damage or waste of resources.
- Seek to appreciate the commercial, social and financial implications of your work as well as the environmental impact.
- Recognise that your duty to the environment and the community takes precedence over personal interests.

Professional Development. (Keep up to date by seeking further education and training).

- Improve your knowledge, understanding and skills about environmental review techniques as part of your professional development programme.
- Take every opportunity to contribute towards the advancement of knowledge of environmental matters relevant to each engineering discipline.
- Influence, where possible, the initial education of engineers and technicians to include awareness of the engineer's role in protecting and advancing the environment.

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Communication and public awareness. (Encourage understanding of environmental issues).

- Seek to ensure that your company has a corporate environment policy, and that engineers' views are incorporated in same. Discuss environmental issues, developing technology and regulatory requirements with others.
- Bring major or potential environmental damage to the attention of those in authority and in a responsible and informed manner. Seek to educate others and encourage public awareness of environmental issues, and to join in debate over the public drafting and implementation of legislation

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