



# Environmental Policy Statement

## Purpose and Scope

This policy document aims to outline I-BOS Interiors' proposals for the implementation of an effective Environmental Management System.

I-BOS Interiors Limited recognises the need to operate the business in a manner which reflects good environmental management. We are aware of the environmental impacts of our operations and will balance the business with the need to protect the local and global environment.

Our Environmental Policy Statement shall earn the confidence of employees, stakeholders and the general public by demonstrating our commitment to comply with all relevant environmental legislation and minimise pollution, resource use and waste, where feasible, through the continual improvement of performance in all areas of the business.

I-BOS Interiors have demonstrated a commitment to identify all activities that have the potential to cause an environmental impact, as well as providing adequate resources to help minimise or prevent any negative impact.

## Aims

In order to achieve this commitment, we will:

- Identify all environmental impacts that I-BOS Interiors contributes to and establish environmental management procedures that can be incorporated into all business decisions, in a cost-effective manner
- Promote a culture of continual environmental improvement within I-BOS Interiors
- Delegate the responsibility for environmental matters to the appropriate levels in I-BOS Interiors
- Consistently increase the awareness and provide necessary training to all our employees to ensure environmentally responsible concepts are integrated into their normal working practices
- Identify and mitigate against potential accidents that could result in an environmental impact, so that if an accident did occur the consequences could be minimised
- Use products that have a negligible environmental impact, where appropriate options exist
- Reduce the consumption of resources (energy, materials, packaging), where feasible
- Minimise waste through a commitment to reuse, recover or recycle, where feasible

All employees are responsible for working towards the objectives contained within this policy.

## Roles and Responsibilities

### Operations Director

The Operations Director is responsible for the health and safety arrangements on all areas of business, which includes;

- Implementation of the company Environmental Policy
- Ensuring that all work carried out is affected in accordance with contract and regulatory requirements, including method statements and risk assessments
- Seeking the advice of an independent H&S Consultant, when in doubt, on environmental matters
- Supervising arrangements with subcontractors and possible other contractors on site to avoid confusion over areas of responsibility

- Constantly looking out for hazards from equipment and materials
- Ensuring checks on equipment either hired or owned by the company and used within contracts are carried out to ensure that they are safe and in good working order, and maintained accordingly
- Investigating environmental issues and environmental complaints in line with the Complaints Procedure
- Ensuring all site personnel are fully competent and trained in the tasks to be undertaken
- Ensuring that the human and physical resources are in place for those who will be carrying out the works
- Facilitating communication through all levels of the company through regular toolbox talks and meetings

### **Supervisors**

Supervisors are directly responsible to the Operations Director for environmental arrangements under their control, and include:

- Being conversant with the requirements of the company Environmental Policy
- Carrying out regular inspections of equipment, PPE and tools as appropriate
- Bringing to the attention of all relevant employees any information or new legislation which is to be effectively implemented (e.g. toolbox talks)
- Discuss any training needs identified with the Operations Director

### **Employees**

Employees are directly responsible to the relevant Supervisor for environmental arrangements under their control, and include:

- Reading and understanding the company Environmental Policy and complying with its requirements, arrangements and safety rules
- Carrying out their work in accordance with all relevant risk assessments
- Complying with all written and/or verbal instructions given
- Not taking unnecessary risks, which could cause environmental harm
- Observing all laid down safe systems of work
- Dressing sensibly and safely for the particular work environment
- Reporting any environmental hazards within the work area or defect in any equipment to the appropriate senior manager
- Adhering to the site rules on personal conduct