

Environmental and Sustainability Policy

We recognise that we have a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to echo our commitment and do the same.

The policy commitment of the Company is to strive in the execution of its operations to attain:

- Compliance with relevant environmental legislation and regulatory requirements
- Continued improvement to our environmental performance
- Continued reduction in our environmental impact
- Incorporate environmental factors into our business decisions

Energy and Water

- We will seek to reduce the amount of energy used as much as possible
- Lights and electrical equipment will be switched off when not in use
- Heating will be adjusted with energy consumption in mind
- The energy consumption and efficiency of new products will be taken into account when purchased
- We will seek to minimise waste and of emissions to air and water (pollution)

Business administration

- We will minimise the use of paper and printing in the office, we will reuse/recycle where possible
- We will consider all packaging requirements with the aim of reducing where possible
- We will seek to purchase recycled and recyclable paper and packaging products where possible
- We will purchase more environmentally friendly and efficient products as a standard
- We will consider sharing of resources/equipment where opportunities arise

Transport

- We will reduce the need to travel, restricting to where it is necessary
- We will promote the use of travel alternatives for business activities (conference calls, e-mails etc)

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Maintenance and Cleaning

- Cleaning materials will be as environmentally friendly as possible
- We will use licensed and appropriate organisations only to dispose of waste

Culture



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- We will involve all staff in the implementation of this policy for greater commitment and improved performance and encourage the message to extend to their personal time
- We will review this policy at least annually in consultation with staff and other stakeholders (where necessary)
- We will provide staff with relevant environmental training where required
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance
- We will use local labour and materials where available to reduce CO2 and help the community.

The Company will set targets and objectives for the improvement of environmental management and will publish details of its environmental performance if and where applicable. This intent is supported by our Business Management System, which operates in accordance with ISO 9001.

The policy and associated documentation is made known to all persons working for and on behalf of the organisation, and will be subject to periodic review to ensure it continues to meet the Company' environmental requirements.

Mrs Suzanne Tunnington
Managing Director

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|---------------------------|------------------|
| Business Conduct Officer: | Sue Tunnington |
| Specific other staff: | All employees |
| Enforcement: | |
| Created by: | A M Hughes |
| Creation date: | 26 July 2012 |
| Quality Manager Approval: | Jamie Tunnington |
| Review date: | 10.10.15 |

Version Control

| Version | Description of action | Date of action | Action by: |
|---------|-----------------------|-----------------|----------------|
| V_0.1 | Created | 26 July 2012 | A M Hughes |
| V_0.2 | Up dated | 01 October 2014 | S E Tunnington |