

## 052\_PRO Environmental Policy

### Contents

1. Purpose.....	1
2. Scope .....	1
3. Policy Aims.....	1
4. Carbon Footprint.....	1
5. Energy and Water.....	1
6. Purchasing Goods and Services.....	2
7. Packaging.....	2
8. Transportation .....	2
9. Waste and Recycling.....	2
10. Our Environmental Management System .....	2

### Amendment Record

Date	Issue	CR	Reason for Amendment	Author
10/08/2023	007	1871	Environmental Policy Addendum	Stella Morris

#### 1. Purpose

1.1. This document defines C-Pro Direct’s Environmental Policy

#### 2. Scope

2.1. Covers all C-Pro facilities. C-Pro Direct recognises that the environment is important to our business, our staff and our customers. We have a responsibility to manage our environmental impacts carefully, including meeting all 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 objectives and operating methods, with regular reviews. We will encourage customers, suppliers and stakeholders to do the same.

#### 3. Policy Aims

3.1. C-Pro Direct endeavours to :

- 3.1.1. Comply with and exceed all relevant regulatory requirements
- 3.1.2. Continually improve and monitor environmental performance
- 3.1.3. Incorporate environmental considerations into business decisions
- 3.1.4. Increase employee awareness of this policy and provide training to ensure that we meet its needs.

#### 4. Carbon Footprint

- 4.1. C-Pro Direct will measure and report its carbon footprint on an annual basis
- 4.2. C-Pro Direct will continue to seek ways of reducing our carbon footprint

#### 5. Energy and Water

- 5.1. C-Pro Direct will seek to reduce the amount of water and energy used as much as possible, including through investment to improve the energy efficiency of our buildings
- 5.2. Lights and electrical equipment will be switched off when not in use
- 5.3. Heating will be adjusted with energy consumption in mind

Lib. Ref:	052_PRO	Rev:	007
Title:	Environmental Policy		

## 6. Purchasing Goods and Services

- 6.1. In making decisions about the purchasing of goods and services we will routinely and systematically take into account the environmental impact of those materials and their supply chain
- 6.2. C-Pro Direct will favour more environmentally friendly and efficient products where possible
- 6.3. C-Pro Direct will favour purchasing from companies with an Environmental Policy
- 6.4. C-Pro Direct has Preferable Purchasing Policy

## 7. Packaging

- 7.1. C-Pro Direct will use recycled, environmentally packaging wherever possible

## 8. Transportation

- 8.1. C-Pro Direct will promote the use of travel alternatives such as video conferencing
- 8.2. C-Pro direct will apply a principled approach to our own business travel, including avoiding travel where possible, using public transport and electric vehicles
- 8.3. C-Pro Direct will make additional efforts to accommodate the needs of those using public transport or bicycles

## 9. Waste and Recycling

- 9.1. C-Pro will reuse as much waste material as possible
- 9.2. Waste materials which cannot be re-used will be recycled wherever this is feasible.
- 9.3. We will only use licensed and appropriate organisations to dispose of waste which cannot be reused

## 10. Our Environmental Management System

- 10.1. We have developed an Environmental Management System (EMS) . Our EMS consists of this policy, a 'Control of Compliance Obligations' procedures (157\_PRO) and a Compliance Obligations Register (158\_PRO)
- 10.2. Regular performance reviews of our Compliance Obligations vs our Compliance Obligations Register will take place at Management meetings
- 10.3. C-Pro Direct will incorporate the EMS into our existing Quality Management Systems processes and procedures where possible.
- 10.4. C-Pro's Quality Manager remit has been extended to include EMS internal audits, and helping to achieve Green Small Business accreditation followed by ISO 14001:2015 accreditation.
- 10.5. C-Pro Direct will aim to achieve accreditation by Green Small Business as soon as possible
- 10.6. C-Pro Direct will aim to achieve ISO 14001:2015 accreditation during 2025
- 10.7. The policy will be updated at least annually in consultation with staff and other stakeholders as necessary

NAME: STELLA MORRIS

SIGNATURE: 

POSITION: Director

DATE: 10.8.23

NAME: PHILIP MORRIS

SIGNATURE: 

POSITION: DIRECTOR

DATE: 10/8/23

052_pro_environmental_policy_v007.docx	Page:	2 of 2
Copyright © C-Pro Direct 2021. All Rights Reserved	10/08/2023	