



## Environmental Policy

The Environmental Policy and Objectives for Pristine Clean Services stem from two sources:

- The Company's Policy on Environmental Issues, and
- The Environmental Policies and requirements of the Clients

If Pristine Services is to improve and achieve its environmental objectives, any actions taken must embrace all of the following:

<b>Conservation:</b>	of energy, water, wood, paper and all other resources while still providing a safe and comfortable working environment
<b>Waste:</b>	a reduction in all forms of waste through re-use and recycling and by using refurbished and recycled products and materials where such alternatives are available (provided they meet quality and cost requirements)
<b>Monitoring:</b>	any discharges and emissions into the environment (atmosphere, land and water) and to assess the actions necessary in order to reduce pollution or the risk of pollution
<b>Minimising:</b>	the release of greenhouse gases, volatile organic compounds, vehicle emissions and other substances, including ozone depleting substances, and preventing damage to health and the environment, where reasonably practicable, e.g. reducing and phasing out the use of toxic and non-biodegradable materials
<b>Purchasing:</b>	encouraging manufacturers, suppliers and contractors to develop environmentally friendly goods and services at a competitive prices, through laying down tighter specification
<b>Natural Resources:</b>	ensuring that any products manufactured from natural resources such as timber, plants and leather goods are from verified sustainable sources, where wildlife is also protected
<b>Standards:</b>	to comply with EU and international trading standards and rules
<b>Contractors:</b>	working with contractors to improve environmental performances in the work for the company
<b>Legislation:</b>	meeting all relevant current and foreseeable statutory regulations and official codes of practice and ensuring that contractors do the same when working on company premises
<b>Emergency Procedures:</b>	where significant hazards exist, (this would usually occur on clients premises) to develop and maintain emergency procedures for dealing with them and thereby limiting the risks to health and the environment
<b>Premises:</b>	ensuring, when practicable, that buildings and offices occupied by Pristine Clean Services Ltd are designed, constructed and operated to the highest environmental standard
<b>Education &amp; Training:</b>	to educate, train and motivate staff and contractors to work in an environmentally responsible manner
<b>Communication:</b>	to consult with and communicate openly with staff about environmental policies and best practices, and by co-operating with the public and private sectors to develop and promote environmentally sound practices, and to encourage employees to play a full part in developing new ideas and initiatives.

Pristine Clean Services will aim to conserve resources and reduce pollution by striving to achieve the following:

**Energy:** To improve energy efficiency by:

- Monitoring consumption in company offices and premises
- Promoting best practices and encouraging people to conserve all the forms of energy that they may be concerned with, e.g. water, electricity, motor fuel, etc
- Purchasing energy efficient equipment, giving the best possible value for money
- Using existing equipment at optimum energy efficiency

**Waste:** To reduce all forms of waste by using all resources more efficiently, and to ensure that:

- All waste is dealt with in accordance with legal requirements and best practices
- Employees are discouraged from using disposable (or throwaway) products, especially non-biodegradable materials such as plastics.
- The use of products and materials from renewable sources is encouraged, e.g. paper products from sustainable resources
- Key staff are trained in legal requirements and best practice
- Staff are encouraged to reduce, re-use and recycle materials, when humanly possible

**Water:** To reduce annual water consumption as much as possible by:

- Monitoring water consumption
- Following best practice
- Installing flow restricting devices when practical
- Specifying water efficient appliances and equipment

**Wood:** Pristine does not use wood in its operations, other than for office furniture. Therefore, the company will only purchase timber products, which are manufactured from sustainable sources, wherever possible.

**Paper:** The company's offices and sites use a significant amount of paper and it is one of the areas where major savings can be achieved by:

- Using as much recycled paper as possible for PC printing and copying, etc., unless special paper is absolutely necessary

- Reducing the use of paper, e.g. by double sided printing and copying and maximising the use of electronic media
- Ensuring that, wherever possible, printed work includes a specific requirement to use recycled paper.

**Reducing Pollution:** Wherever possible, Pristine Clean Services will endeavour to reduce greenhouse and other gaseous and non-gaseous pollutants and emissions by:

- Reducing energy consumption
- Changing from fire extinguishing systems to environmentally preferable substitutes
- Reducing emissions of carbon dioxide, and other harmful substances from vehicle emissions by adopting liquid petroleum gas and compressed natural gas
- Ensuring that no products are purchased which contain ozone depleting substances where suitable cost effective alternatives exist
- Complying with sections 33 & 34 of the Environmental Protection Act 1990 (preventing the venting of ozone depleting substances from equipment)
- Regular servicing of all refrigeration and air conditioning equipment
- Reviewing staff travel and subsistence rules and mileage rates as a further means of encouraging staff to consider forms of travel and communication, which are less polluting than cars such as walking, cycling, public transport, tele-working & video-conferencing
- Encouraging landlords and clients to minimise the use of pesticides and artificial fertilisers by changing to natural methods of controlling weeds, insects and other pests wherever possible while maintaining the fertility of the soil
- Continuing to check for the presence of asbestos in buildings and offices and to deal with its maintenance and removal in accordance with relevant regulations and guidance
- Identifying and minimising the use of hazardous substances
- Ensuring that hazardous substances are used, stored and disposed of in accordance with legal and other requirements
- Continuing to discourage staff from smoking and by prohibiting it except in designated smoking areas
- against the use by staff and contractors of solvents and paint products containing potentially harmful solvents where they can be eliminated or replaced by low solvent, or solvent free products
- Where applicable, by using biodegradable substances such as wood, cardboard and vegetable based lubricating oils
- Complying with Environmental Protection Act 1990 by ensuring that Pristine Clean Services Ltd grounds are kept clear of litter and refuse, taking account of the statutory code of practice on litter.

- Complying with regulations, by-laws and codes of practice to keep noise levels as low as possible

**Purchasing:** The company, is committed to reducing the impact of procurement and purchasing on the environment, through its buying decisions:

- Requiring that all purchases be made in accordance with this policy statement
- Ensuring that the practice of purchasing is consistent with this statement by conducting any checks and audits deemed necessary
- Specifying recycled products where practicable
- Using the Europeans Commission's mandatory energy labelling scheme
- Making use of environmental labels issued through recognised eco-labelling schemes to help identify environmentally preferable products
- Challenging suppliers who provide information about their products that may appear to contravene the standards set out

**Premises:** Pristine Clean Services will apply best practice in the management of its offices and in particular by:

- Ensuring that they do not pose an actual or potential threat to man and the environment
- Ensuring that the conservation of species and their habitats is respected
- Introducing high standards of energy and environmental management
- Improving and maintaining indoor air quality

**Training-Awareness:** Staff dealing directly with environmental issues in the day to day work will receive energy and environment training included in their training courses and personal development programmes. Training for other staff will be included as part of their general induction training

**Clients Sites:** Employees on clients sites will be fully briefed verbally and through the issued instructions regarding the clients' particular environmental policies. Specifically, where it is within the power of the company, steps will be taken to co-operate with clients in their obligations to protect local environments.

For example: on building sites with which employees may become involved in the course of their duties, particular considerations that should be confirmed or established may be those concerning:

- Tree protection orders

- Noise to be contained within EC standards
- Where hazardous and/or noisy works can have an effect on the local community, employees are to enforce the strict conformance with working times laid down in their assignment instructions
- Work on highways
- Ensure the use of jet and wheel washers on all vehicles for journeys off site
- To report all damage to the locality, such as pavements, kerbstones, walls, etc
- The suppression of dust and fumes must be implemented as required by the client
- To report any form of pollution, this includes both water and drainage pollution
- Waste to be properly controlled as follows;
  - Contaminated materials to be disposed of as per government regulations
  - Combustible waste to be incinerated on site
  - Waste materials are to be sent for re-cycling wherever and whenever practicable
  - Water disposable is only allowed as per the local water authorities regulations
  - Oils and solvents are to be disposed of in the facilities provided by the client, local authority or the relevant company

Liaison with the local authority concerning the use, or removal, of environmentally threatening materials, such as asbestos, etc, as may be necessary. Environmental issues will form part of the regular management and staff meetings that are held and this Policy will be regularly reviewed and monitored.

## ENVIRONMENTAL CODE OF PRACTICE

Pristine Clean Services Ltd, recognise the importance of protecting the environment and, that the effective management of the environment makes good business sense. Therefore, it is also the responsibility of all staff to make environmental protection part of their personal responsibility.

The following code if followed will go a long way to achieving the objectives of the Company's Environmental

### **Things We Can All Do - Reduction of Paper Waste**

- Use your PC, or scrap paper, for drafting documents and file copies
- Do not print out until you are satisfied with the draft
- Avoid making unnecessary copies
- Make double-sided copies when practical
- In forms must be re-designed, try to exhaust stocks of the old versions first
- Make notepads from scrap paper
- Avoid printing out e-mail messages and attachments unless absolutely necessary
- Use electronic corporate information systems rather than paper, such as e-mail or fax, for correspondence wherever appropriate
- Weed you files regularly at the end of a specific record retention period and returnfor re-cycling – remember smaller files save space
- Use re-cycled paper wherever possible
- Only deposit litter or unwanted goods in the appropriate receptacle provided. Use green/re-cycling bins and collection points wherever they are available
- Cut back on disposable throwaway products
- Use electric hand driers in toilets where they are available – avoid excessive use of paper towels
- Use personal mugs/cups rather than disposable, if possible
- Be economical with stationary, re-use items wherever possible, such as envelopes, paper clips, elastic bands, etc

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