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**ENVIRONMENTAL PROFILE
& SUSTAINABILITY POLICY**

1.0 ENVIRONMENTAL PROFILE

1.1 INTRODUCTION

Increasingly these days, organisations are required to demonstrate their environmental policy.

Vision CCTV Limited (hereinafter known as the "Company") operate a Health & Safety Policy which is compliant with all applicable current Legislation.

To compliment this, the Company takes into consideration the protection of the environment and is committed to the reduction of pollution.

1.2 ENVIRONMENTAL MANAGEMENT SYSTEM

Outlined below are brief details of the proposed management system and how we are implementing each section.

1.2.1 Management System

The Company shall prepare and implement any additional documented procedures to meet the requirements of BS EN ISO 14001 and the industry sector we work in.

1.2.2. Environmental Policy

The Company aims through staff awareness to create and maintain the highest levels of environmental responsibility throughout its operations.

While the Company's environmental policy affects all aspects of its business, below are three particular applications of that policy:

Transport

- Maximum use of diesel engine vehicles wherever practical.
- Maximum use of unleaded fuel for petrol engine vehicles.
- Fuel conservation through regular maintenance of all vehicles.

Energy

Maximum energy conservation through adoption of:

- (a) Renting or purchase of premises which have been constructed utilising best practices in building design and construction.
- (b) Control over lighting, heating and ventilation.

Purchasing

- Use of environment-friendly products wherever practical.
- Make suppliers aware of the Company's environmental concern.

1.3 ORGANISATION AND PERSONNEL

The Company shall outline the extra resources, both physical and human, required to implement and verify environmental policy.

1.4. ENVIRONMENTAL IMPACT

- 1.4.1 The Company shall establish and maintain, as and when required, procedures and systems to comply with any legislative or regulatory requirement.
- 1.4.2 The safe disposal of all waste products at approved disposal sites or via agents.
- 1.4.3 The Company shall also maintain a documented system for examining and assessing direct or indirect environmental effects from its activities.

1.5 REVIEW

It is envisaged that regular reviews of the systems will be implemented to ensure that current requirements are always catered for.

1.6 NON-COMPLIANCE

A nominated person shall be responsible for investigating non-compliance and ensuring remedial action is carried out. This process is controlled by the existing Company Procedure.

1.7 AUDITS

The Company shall carry out internal and external audits of this management system to ensure compliance to documented procedures.

2.0 SUSTAINABILITY POLICY

2.1 INTRODUCTION

The Company is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to the Company's professional activities and the management of the organisation. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

2.2 PRINCIPALS

The Company Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Sustainability Policy and encourage them to adopt sound sustainable management practices.
- To review, annually report, and aim to continually improve our sustainability performance.

2.3 PRACTICAL STEPS

In order to put these principles into practice we will:

2.3.1 Travel and meetings

- Walk and/or use public transport to attend meetings, site visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.
- Avoid physically travelling and/or to reduce the need to travel to meetings, where alternatives are available and practical such as using teleconferencing, video conferencing or web cams. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients.
- To have efficient timing of meetings to avoid multiple trips.
- Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc, and promote the use of public transport.
- Use an emissions recording scheme for business travel to monitor our impact.

2.3.2 PURCHASE OF EQUIPMENT AND CONSUMPTION OF RESOURCES

- Minimise our use of paper and other office consumables, for example by double-sided all paper used, and identifying opportunities to reduce waste.
- As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
- Purchase electricity from a supplier committed to renewable energy. Seek to maximise the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes.
- Ensure that timber furniture, and any other timber products, are recycled or from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified.
- Purchase fair-trade and/or organic beverages.
- Encourage our suppliers to provide equipment that minimises the use of power and which can be re-cycled.

2.3.3 WORKING PRACTICES AND ADVICE TO CLIENTS

- Undertake work with the local community and/or environmental organisations to seek to offset carbon emissions from our activities.
- Ensure that any associates that we employ take account of sustainability issues in their advice to clients.
- Post our Sustainability Policy on our web-site.

VISION CCTV LIMITED

ENVIRONMENTAL ASPECTS & IMPACT ASSESSMENT

Scope:		Office based work activities at the Company's Offices			Date	1 st June 2013			(Severity)	IMPACT RATING MATRIX (Control)			
Applicable Legislation or Regulations:	Iss 1	1) Clean Air Act 1993 2) Clean Neighbourhood and Environment Act 2005 3) Control of Substances Hazardous to Health Regulations 2002 (COSHH) 4) Environment Act 1995 5) Environmental Protection Act 1990 (re: alarm noise, light pollution) 6) Noise and Statutory Nuisance Act 1993 7) WEEE Regulations 2006 (Re: waste electrical equip.) 8) The Waste (England and Wales) (Amendment) Regulations 2012. Refer also to: http://www.environment-agency.gov.uk/business/default.aspx			Persons Affected			1	Insignificant/No Impact	x	5	Negligible	
					Site Staff			2	Minor Impact	x	4	Slight	
					Head Office	✓		3	Moderate Impact	x	3	Moderate	
					Managers			4	Major Impact	x	2	Medium	
					Clients			5	Severe	x	1	High	
Integrated Manual Reference		Review due (12 mths):	1 st June 2014			Public/visitors			✓				
S x L = IR S = Severity, C = Control IR = Impact Rating													
Aspect to Consider	Legal Ref	Description of the Impact on Environment			Initial Impact Rating			Environmental targets & objectives to be Implemented			Impact Rating with Objectives achieved		
					S	C	IR				S	C	IR
General Awareness	1-8 incl.	Staff unaware of the Company and their responsibilities resulting in Environmental Policy not been implemented and Targets not being met			5	4	20	Initial training on induction and refresher training annually			2	1	2
Paper use	N/A	Reduction in natural resources and impacts of generation and supply			3	4	12	Set targets for annual reduction in paper usage and use FSC approved paper products.			2	2	4
Consumables	3, 7 & 8	Reduction in natural resources and impacts of generation and supply			3	4	12	Set targets for annual reduction in usage and recycle printer cartridges			2	2	4
Redundant IT & Equipment Disposal	7	Impacts of landfill (leachate pollution, ground contamination and recourse consumption etc)			4	4	16	Dispose of all electrical equipment via registered WEEE Agent			1	1	1
Used paper disposal	8	Impacts of landfill (leachate pollution, ground contamination and recourse consumption etc)			3	4	12	Separate and dispose of all paper products via registered re-cycling Agent/council			1	1	1
Used consumables disposal	3, 7 & 8	Impacts of landfill (leachate pollution, ground contamination and recourse consumption etc)			3	4	12	Initial training on induction & refresher training annually. Separate and dispose of all consumable products via registered re-cycling Agent/council			1	1	1
Waste food packaging	8	Impacts of landfill (leachate pollution, ground contamination and recourse consumption etc)			3	4	12	Separate and dispose of all food packaging products via registered re-cycling Agent/council.			1	1	1
Electricity & gas use	N/A	Reduction in natural resources and impacts of generation and supply			4	3	12	Set targets for annual reduction in usage Turn off lighting whenever working activity allows and maximize the use of natural lighting. Remove light bulbs where brightness exceeds level required to conduct activity within the local area. Switch off PCs, monitors and printers when not in use			2	2	4
Water use	N/A	Reduction in natural resources and impacts of generation and supply			2	2	4	Set targets for annual reduction in usage of water			1	1	1
Noise	5	Excessive levels of noise from activations of Security and Fire Alarm Systems			2	2	4	Annual Maintenance of Security and Fire Alarm Systems.			1	1	4

01 to 06: GREEN = Minimal Impact: Identifies areas where potential for localised improvements to procedures exists.
 07 to 12: Orange = Medium Impact: Areas for improvements in local procedures identified and corrective actions implemented.
 13 to 24: RED = High Impact: Implement Immediate Actions and Procedures to reduce the impact and then re-calculate revised procedure.

Environmental Aspects/Objectives

Topics	What you can do	Action Taken
General Awareness	Circulate the approved environmental policy to all quality critical suppliers and Sub contractors also all Company employees. Policy to go onto website	Email sent to all staff informing them of the new environmental policy. Tim to send out notification of Policy once Certification has been gained.
Paper Consumption	Reduce paper consumption by 20% year on year. Ensuring all recycle used paper.	Spreadsheet to be held to keep a track of all paper purchased.
Paper Supplies	Ensuring all paper is FSC approved	Ensuring all paper purchased is FSC approved.
Printer Cartridge Recycling	Ensuring that all printer cartridges are recycled and not thrown in the bin	All printer cartridges to be recycled.
Office Cleaning	Ensure those cleaning are aware of the environmental policy	Notify those cleaning the offices.
Drinking Water	Use mains water instead of bottled	Only mains water used.
Company Vehicles	Encourage low Co2 emission vehicles. Ensure that tyre pressures are checked regularly and inflated to correct pressure. Advise staff not to carry unnecessary loads. Implement checks on fuel usage.	All Company car drivers to ensure that all cars regularly checked. Directors to maintain checks on their vehicles. Use tracker system to monitor driving habits and fuel usage.
Electricity Consumption	Turn off lighting whenever working activity allows and maximize the use of natural lighting. Remove light bulbs where brightness exceeds level required to conduct activity within the local area. Switch off PCs, monitors and printers when not in use	System in place for lights to automatically turn off if there is no movement for a period of time (10 minutes). Where not installed due to constant movement by staff (main office), lights are switched on and off by staff. Power saving active on all PCs, Monitors etc.
Air Conditioning	Ensure that external windows and doors remain closed at which times air conditioning is switched on. Set room thermostats to maximum acceptable levels. Minimise solar gain by leaving blinds closed where possible.	Use of air conditioning/heating kept at a minimum. Air conditioning does not operate below 24 degrees.
General Waste & consumables	Ensure all recyclable materials are separated (i.e., paper, cans, plastic etc) and placed in the bins provided.	All staff are to use the recycling bins in the admin office. Bins to go to approved re-cycling companies or local council re-cycling.

Signed:

Tim Ralston

Dated: 2nd January 2016