Appendix XXIX

CRN LTD
CONTRACT SERVICES

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www.crncontractservices.co.uk

ENVIRONMENTAL POLICY

POLICY STATEMENT

CRN Contract Services Ltd is committed to operating its business in an environmentally sensitive way with proper regard to its legal obligations and according to relevant directives, regulations and codes of practice including but not limited to:

- Control of Substances Hazardous to Health Regulations 1999.
- Environmental Protection (Duty of Care) Regulations 1991.
- Environmental Protection Act 1990.
- Health and Safety at Work etc Act 1974.
- Waste Electrical and Electronic Equipment Regulations 2006.

COMMITMENT TO PREVENTION OF POLLUTION & ENVIRONMENTALLY SOUND PRACTICES

CRN Contract Services Ltd recognises that its operations have an effect on the local, regional and global environment. In light of this, CRN Ltd is committed to continuous improvements in environmental performance and the prevention of pollution, particularly in relation to reduction in energy, sustainable waste management, recycling, and prevention of pollution.

ENVIRONMENTAL POLICY FOR CRN PEST CONTROL DIVISION

CRN Pest Control in providing pest control services will manage pesticides in a responsible manner that minimises potential environmental and health impacts and fully considers the following: legal requirements, customer expectations and concerns, short and long term benefits, cost and liabilities, and viable material and process alternatives.

Public awareness and concerns regarding the use of Pesticides and increasing costs of disposal means that continued reduction in usage by greater attention to Integrated Pest management and working in partnership with customers provides both environmental and mutual long-term business advantages. For example greater emphasis on proofing of premises significantly reduces pest ingress and hence reduces the requirement for the use of Pesticides minimising risks and saving money.

ENVIRONMENTAL MANAGEMENT PROGRAMME & OBJECTIVES

Whilst CRN Contract Services Ltd does not produce any emissions or pollutants that come under the Integrated Pollution Prevention and Control Regulations issued by DEFRA, the company has identified that its most significant impacts on the environment include:

- Disposal & recycling of waste (including paper, consumables and electronic equipment).
- Energy usage.

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- Purchase of consumables.
- Water supply.
- Maintenance of buildings.

Methods for reducing our environmental impact include:

Reuse, recycling and disposal of waste:

- Provision of recycling bins to support recycling of wastepaper, glass, cans and plastic products.
- Re-use of scrap paper for note taking and printing internal documents.
- Use of electronic storage to minimise the requirement to print and copy.
- Register with the fax preference service to stop junk faxes.
- Register with the mail preference service to prevent junk mail.
- Obsolete items to be reused or recycled wherever possible, (e.g. IT equipment, furniture and mobile phones to support charities and schools etc).

Paper, Printing and Photocopying:

- Recycling of toner cartridges & other consumables.
- Use the size reducer feature if appropriate.
- Double sided printing and photocopying.
- Switch off Photocopier, Printers overnight.
- Save message / attachment rather than printing off.
- Once used, paper can be reused for draft copies.
- Consider changing margin sizes, especially on draft copies.
- Reduce the font size of text to save paper.

Energy usage:

- Thermostats for heating set correctly to between 16-19 degrees.
- Lights and equipment turned off when not being used.
- Use low energy bulbs and fluorescent tubes.
- Turn thermostats down in areas that need less heat (e.g. store rooms) and outside of working hours.
- Ensure that heating and cooling do not operate simultaneously (e.g. windows and doors kept shut while heating is on).
- In winter – close blinds after dark to reduce heat loss.
- Maximise use of natural light through sensible office layout.
- Equipment never kept on “standby”.

Meetings, Transport and company car usage:

- Determine if travelling to a meeting is necessary; use telephone / conference call facilities when possible to avoid un-necessary travelling.
- If a meeting is necessary public transport should be used where possible
- When driving- limit the time the car is idling (not being driven)
- Avoid rapid acceleration and heavy breaking to reduce fuel consumption
- Where possible incentivise the purchase / use of dual fuel (gas or electric) vehicles.
- Ensure cars are serviced regularly and tyres are at the correct pressures.

Purchase of consumables:

- Ensure purchasing decisions include reference to energy usage.
- Commitment to trading with suppliers that are recognised as “fair traders”.

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Water supply:

- Ensure that taps do not drip or leak when switched off.
- Installation of "hippo" toilet flush systems or improvisation using a solid object in toilet cisterns to reduce the amount of water used per flush.
- Use dishwashers only when there is a full load.

Maintenance of buildings:

- Insulate attics, doors, windows, pipes and boilers to minimise heat loss.

POLICY IMPLEMENTATION, MONITORING & CHECKING

The Office Manager is responsible for co-ordinating and updating the environmental policy and for ensuring that it is communicated to all employees. Responsibilities of the Office Manager include:

- An annual audit of the company's activities.
- An annual assessment of the company's energy consumption together with observations on how this may be reduced without impacting the needs of the business.
- Implementation of environmental criteria for procurement of consumables and auditing this to ensure the most environmentally friendly choices are made.
- Provision of facilities for segregation and recycling of waste.
- Training and communication to staff in all aspects of the policy.
- Identification and adherence to new or forthcoming environmental legislation.
- Establishing and monitoring environmental records including audit results, progress and corrective action.
- Meet or exceed all the environmental legislation that relates to the Company.
- Use an accredited program to offset the greenhouse gas emissions generated by our activities.

COMMUNICATION OF THE POLICY

CRN Contract Services Ltd will continually raise environmental awareness within the Company through the development and training of its employees and will communicate openly and consult with customers, suppliers and other stakeholders on relevant environmental matters.

All employees and workers of CRN Contract Services Ltd are expected to comply with any Environmental Policies and Procedures that are in place. Deliberate disregard of Environmental Policies and Procedures will be considered a disciplinary offence.

CRN Contract Services Ltd fully supports any Environmental Policies and Procedures implemented by our Clients and we will ensure that any staff supplied are briefed in respect of such policies our Clients have in place. To ensure that this is maintained, we will continually seek from our Clients any guidelines and copies of any policies in place.

REVIEW

This policy will be reviewed regularly and may be altered from time to time in light of legislative changes or other prevailing circumstances.