

## Statement of General Policy

### Responsibility

The Directors have overall responsibility and are committed to implementing this Environmental Policy, however, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met and to keep it updated. The Directors are committed to ensuring that adequate resources are made available to comply with this Environmental Policy and all staff will be supported as required to play their part.

### Policy Aims

Management and staff will help achieve the company's aims by:

- Being aware of how our activities impact upon the environment and by seeking to minimise any adverse effects by following official practices and work instructions to ensure due diligence and the control of pollution.
- Complying with our legal and statutory responsibilities and playing their part in maintaining the company's commitment to environmental standards and striving for continuous improvement.
- Conserving the use of resources, particularly those which are scarce or non-renewable, by:
  - Avoiding waste and encouraging conservation, re-use and recycling.
  - Preserving, restoring and enhancing the built and natural heritage.
  - Encouraging the sustainable use of land-based resources and certified timber and wood products, and not using non-sustainable resources e.g. tropical hardwoods.
- Being sensitive and responsive to the environmental concerns of our neighbours and the communities through which we operate.
- Adopting and complying with our environmental objectives to continually improve our environmental performance and monitor progress in their achievement.
- Requiring our suppliers and contractors to have a high regard for our Environmental Policy for the goods and services they provide for us.
- Communicating this policy to all our staff, suppliers and customers and seeking their help to implement and maintain it.

This policy will be reviewed on an annual basis.



**Richard Russell**  
Director



**Thomas Lowe**  
Director

Date: 12 August 2024

## Purpose

Western Blueprint Limited recognises that it has 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 do the same.

## Responsibility for the Policy

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Directors. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

## Policy Aims

We endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

## Paper

We will minimise the use of paper in the office.  
We will reduce packaging as much as possible.  
We will seek to buy recycled and recyclable paper products.  
We will reuse and recycle all paper where possible.

## 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 purchasing.

## Office Supplies

We will evaluate if the need can be met in another way.  
We will evaluate if renting/sharing is an option before purchasing equipment.  
We will evaluate the environmental impact of any new products we intend to purchase.  
We will favour more environmentally friendly and efficient products wherever possible.  
We will reuse and recycle everything we are able to.

## Transportation

We will reduce the need to travel, restricting to necessity trips only.

We will promote the use of travel alternatives such as e-mail or video/phone conferencing.

We will make additional efforts to accommodate the needs of those using public transport or bicycles.

We will favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency.

## Maintenance and Cleaning

Cleaning materials used will be as environmentally friendly as possible.

Materials used in office refurbishments will be as environmentally friendly as possible.

We will only use licensed and appropriate organisations to dispose of waste.

## Contractors

We will, wherever possible, only specify manufacturers who can demonstrate a commitment to ensuring that their products and processes minimise the impact they have upon the environment.

## Waste disposal

All waste removed from our clients' sites will be taken to the best practical licensed point of transfer/disposal or Materials Recycling Facilities (MRF).

Waste will be transferred in the most environmentally favourable option available.

All waste will be removed by fully licensed waste carriers.

All waste removed by licensed waste carrier contractors can be traced by a full audit trail.

The form completed is known as a waste transfer note, which shows the name and address where the waste is being generated.

When the container is ready for removal, the form is then signed by the waste producer detailing the nature of the waste.

The form will highlight the vehicle registration and waste carrier's details and will be signed again at the point of disposal or transfer, which will be a Licensed Landfill or Waste Transfer Station. This will fully comply with waste producer's obligation to Duty of Care regulations.

## Waste Recycling

Wherever possible we endeavour to encourage re-cycling and waste minimisation, in partnership with our customers and suppliers.

We aim to ensure that wherever possible our clients waste is sorted and re-cycled, thus reducing the volume of waste being landfilled.

In circumstances where a 'waste load' is not suitable for re-cycling, the waste must be removed from site to a licensed point of disposal or transfer. This would either be to a

landfill site or sorted through a waste transfer station, and then again transferred onto a landfill site.

## Monitoring and Improvement

We will comply with and exceed all relevant regulatory requirements.

We will continually improve and monitor environmental performance.

We will continually improve and reduce environmental impacts.  
We will incorporate environmental factors into business decisions.  
We will increase employee awareness through training.  
We will review this policy and any related business issues at our monthly management meetings.

## Culture

We will involve staff in the implementation of this policy, for greater commitment and improved performance.

We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.

We will provide staff with relevant environmental training.

We will work with suppliers, contractors and sub-contractors to improve their environmental performance.

We will use local labour and materials where practicable to reduce CO2 and help the community.

## Review

The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the Directors.