



POLICIES & **PROCEDURES**

Environmental Policy Statement



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Environmental Policy Statement

SM Cleaning & Support Services Ltd are committed to preserving the environment. We are conscious of the potentially negative impact on the environment that commercial and industrial activities can have. We not only comply with relevant environmental legislation in relation to our activities but strive to go beyond this by continually looking at ways in which our actions can mitigate environmental impacts. To facilitate a systematic approach to environmental management SM Cleaning & Support Services Ltd are certified ISO 14001:2004. This policy sets out how we will meet this goal.

Responsibility

This policy applies to all our companies including their management teams, office services, commercial operations and procurement. Danny Steele, Managing Director has overall responsibility for ensuring that resources are made available to enable the business to achieve its targets and objectives. Mr Steele also has the day to day responsibility for ensuring that the requirements of this Policy are followed and for monitoring the effectiveness of the objectives. All of our employees have a responsibility to ensure that the aims and objectives are met.

Objectives

During 2021 and 2022 we aim to implement the following:

- Encourage all office staff to bike to work;
- Allocate our regional workforce to jobs on a geographic/proximity basis to lesson our carbon footprint;
- Make efficient use of natural resources by conserving energy and water, minimizing waste and recycling where possible;
- Keep transport use to a minimum and regularly service vehicles to maintain their efficiency;
- Work with suppliers to ensure they recognize and reduce the environmental impact of their products and transportation;
- Inform and train all employees of the company's environmental objectives and how they can assist in meeting targets; and
- Use the most environmentally friendly cleaning products and materials together with operating energy saving cleaning equipment where this is safe to do so and does not contravene any statutory obligations.

Monitoring and auditing

Progress against these objectives will be monitored through a number of mediums including:

- Annual management review of this Policy and any associated environmental procedures;
- Regular internal audits of environmental procedures; and
- Monthly management meetings

Communication

This Policy is available at 13-15 High Street, St Mary's Cray, Orpington Kent BR5 3NL, all members of staff receive training on the environmental responsibilities of their job role, and will be informed of any updates or revisions via e-mail or team meetings

Pollution Prevention

SM Cleaning are dedicated towards the reduction of pollution generated as a result of company operations and associated production and waste processes associated with services provided by SM.

As part of our commitment towards reducing and monitoring the pollution, the company consciously reviews all processes throughout the company from the selection of cleaning products being used on sites to the vehicle emissions used for company operations.

All policies and procedures relating to operations that directly place the environment at risk from pollution are reviewed annually or as necessary to ensure actions and impact by company operations are at their lowest they can be through reviews of frequencies, equipment, processes, products and product/material production methods to maintain the lowest pollution impact as a result of operations is adopted.



Danny Steele
Managing Director
SM Cleaning & Support Services Limited

Date: 11.03.2024