



NORMAN LEWIS

ENVIRONMENTAL POLICY

Environmental Policy

Norman Lewis acknowledges the influence that our daily working lives and activities have on the environment. We are committed to the continual improvement of the way our business impacts on the environment and by our policies and actions shall inspire the confidence of our clients, employees, suppliers and contractors.

We will achieve this by:

- Working towards achieving BS EN ISO 14001 standards for environmental management.
- Carrying out an environmental audit of all our activities to ensure that the environmental effects are either:
 - Eliminated
 - Reduced
 - Isolated
 - Controlled
- Ensuring that the business objectives accord with a policy of sustainability for the future.
- Fostering an understanding of environmental issues arising from our business activities amongst clients, employees, suppliers and contractors or any other persons with whom we interact.
- We will encourage the commitment and involvement of our employees in implementing this policy in its day to day activities.
- Maintaining a healthy working environment for all our employees.
- Adopting the principles of sustainability throughout – that our practices meet the needs of the present without compromising the abilities of future generations to meet our own needs.

Operational impact

All operational staff are to be fully trained in areas prescribed under Health and Safety at Work Act 1974 including:

Control of Substances Hazardous to Health regulations

Operational staff are to be aware of their responsibilities under the legislation and a system will be established to carry out random inspections of sites to secure compliance.

All operational staff are fully aware of energy efficiency measures that can be taken on sites they visit and can advise customers accordingly.

Examples may be turning down thermostats by one or two degrees or shortening times of boiler operation.

All operational staff must comply with transport energy saving measures.

Transport

Norman Lewis is currently examining transport usage with a view to providing the most fuel-efficient vehicles. This may include possibly moving towards the use of LPG vehicles.

All operational staff plan their day with the aim of saving fuel by using shortest possible practical routes taking into account traffic flows and areas of heavy congestion.

Our drivers are trained in fuel saving techniques by controlling acceleration and braking together with overall speed control to maximise fuel usage.

Material usage and disposal

All paper used should be recycled where possible.

All waste materials from sites such as metal are disposed of in appropriately licensed waste management facilities.

Paper saving/recycling

Separate bins are provided for waste paper to be collected for recycling.

Copies to be double sided wherever practicable

Margins on documents to be maximised and spacing reduced.

Drafts to be circulated electronically (email) before printing.

Correspondence to be by email wherever possible and stored electronically and not on hard copy.

Energy saving

All existing lights are fitted with energy efficient units.

All lights are to be extinguished when rooms left empty.

Time switches are to be used where appropriate to control heating, lighting and air conditioning.

Overheads

Where practicable, home-working is to be implemented to save on workstation and associated costs by utilising laptops or home based workstations, faxes and modems.

Other areas

China cups are used instead of paper/plastic products

Norman Lewis will identify areas which can be reduced such as magazine purchase.