

# Access Floors Limited

## Environmental Policy

**Access Floors Limited** will control its activities to avoid causing unnecessary or unacceptable risk to the safety of all employees, customers and the general public.

The concepts of Best Practical Environmental Options (BPEO) and duty of care will be implemented to establish high standards of operation in all the Company's activities, for which adherence will be mandatory. These will comply with or exceed regulatory controls or codes of practice where they are available.

Responsibility for safety, health and environment is ranked equally with that for research, development, production, sales and finance.

Policy Objectives are:

1. To develop Health, Safety and Environmental awareness and individual responsibility amongst employees at all levels.
2. To encourage full and effective consultation on Health, Safety and environmental matters.
3. To provide all employees with the information, instruction, training and supervision they need to work safely and effectively.
4. To maintain a safe and healthy working environment for employees with adequate facilities and arrangements for their welfare.
5. To prevent nuisance to the community and to avoid damage to the environment.



Managing Director  
S Cuthbertson

Date 28 October 2011

## Access Floors Limited

### Arrangements

1. Environmental matters must be properly considered in all new developments and procedures, paying particular attention to the requirements of the Environmental Protection Act 1990.
2. Operate and update on a regular basis systems and procedures for both operations and their monitoring to ensure adherence to the Policy.
3. Make all employees aware of our Environmental Policy, whilst providing suitable training to improve environmental awareness, and allocate clear responsibilities.
4. Methods which have been established for monitoring and recording compliance with legal obligations in respect of routine liquid and gaseous effluent discharges and liquid and solid disposal should be detailed.
5. Methods used for the elimination of waste at source or recycling or reuse of materials should be included, paying particular attention to the possibilities for material substitution in processes.
6. Take the interests of the local community into account, with due regard for public perception and have a regular process of communication with the community where appropriate.
7. Make available to employees, customers, the public and statutory authorities relevant information about **Access Floors Limited** activities that affect health, safety and the environment.
8. All abnormal occurrences with environmental implications should be recorded and investigated along with any complaints from the public.
9. Audit our adherence to the policy. This will be undertaken by line management on a regular basis using a formalized reporting system and on an annual basis by external consultants.
10. Particular attention will be paid to reducing the proliferation of superfluous paperwork, documents, wherever practical will be provided in electronic format only.

## Access Floors Limited

### Environmental impact assessments

- a) Before the introduction of new plant or process, a systematic study will be undertaken to ensure that adequate consideration is given to possible environmental hazards.

As a minimum, this will include:-

- (i) Identification of substances which may cause harm to the environment.
  - (ii) An assessment of the techniques available to eliminate, minimize or render harmless releases of such substances so as to establish "best available techniques" (BAT)
  - (iii) An assessment of the possible impact of the process on the environment to establish the "best practicable environmental options" (BPEO)
- b) Where, on existing installations and processes, there is a record of poor environmental performance, the process / installation should be assessed and included in the environmental improvement program.
- c) Take into account all activities, including those parts which are already considered to be efficient.
- d) Fix a baseline to enable improvements to be evaluated, determining first what regulations and standards are relevant and secondly what technological and product developments have occurred recently.
- e) Record raw material and energy usage, wastes and emissions, etc
- f) Seek opportunities to turn waste into profitable by-products or to recycle and explore the possibility of more effective and economic methods for waste disposal.
- g) Encourage employees to provide suggestions for improvement.
- h) Explore whether energy and raw material usage and the production of waste could be further reduced.
- i) To assess and monitor contractors so that they comply to the company's standards.
- j) Set up the means to enable the company to maintain good links with the local community and the press and media.