Minerva Fire & Security Ltd
ENVIRONMENTAL POLICY

CP 06

1. Copy Number: *1* Issued to: *Operations Director*

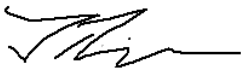
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Signed:  Date: 01/09/2020

Position: Operations Director

Process Map	CP06
Implementation Date:	01.12.2012
Last Review Date:	01.06.2026
Amendment Date:	01.09.2018
Next Review Date:	01.06.2027

1.0 Policy Statement

The Company is committed to identifying and putting actions in place to ensure compliance with all applicable environmental legislation and any other applicable regulations including customer specific requirements.

We will periodically review the aspects and impacts that our operations have on the environment and will take appropriate actions to reduce pollution and improve environmental performance.

Under our environmental programme the Company has committed to:

- Measure environmental performance against pre-defined environmental targets.
- Reduce pollution, waste, and avoidance of environmental incidents.
- Install efficient equipment that complies with environmental legislation
- Provide appropriate environmental awareness training to staff and stakeholders
- Maintain and environmental programme which is conformant to ISO 14001:2015

Copies of this Environmental Policy will be made available to interested parties including the general public on direct request to the Operations Director.

2.0 Scope

2.1 The provision of an Environmental Management System is in accordance with the requirements of BS EN ISO 14001:2015 as applied to the Design, Installation and Maintenance of Electronic Fire and Security Systems. The agreed codes of practice and relevant product standards shall therefore be as defined in the compatible NSI Gold Scheme.

2.2 Minerva's business activities involve office-based work and off-site system installations and maintenance.

2.3 This policy and the associated documents should be read and practiced by all directly employed staff and sub-contracted suppliers of services appointed by Minerva.

3.0 Aims and Objectives

3.1 This policy and associated procedural document aim to provide staff and sub-contracted suppliers with guidance on aspect of Minerva's Environmental Management programme.

3.2 The nature of our work has some contribution to managing environmental issues which may cover the procurement of our hardware materials for the purpose of system installation, the environmental impact of installation process and introducing equipment's to buildings (eg. impact on habitat), the carbon emission stem from transportation of goods and business travel, the use of office building in respect to energy efficiencies and the procurement and use of environmentally friendly product such as office furniture, equipment, sundries and waste management.

3.3 Significant environmental aspects shall be identified by carrying out on-going environmental review and the senior management team in conjunction with individual process owners shall then agree appropriate objectives and targets that relate to the significant aspects that Minerva can control or influence. Progress against agreed objectives and targets shall then be presented for review at regular management review meetings and any changes to the

defined objectives and targets agreed.

3.4 Minerva commits to identify and comply with all appropriate legal requirements. The overarching themes of the environmental system will include:

- Sustainable development and protecting the environment
- Community involvement and regeneration
- Green purchasing
- Training and awareness
- Green transport
- Waste management
- Energy management

3.5 The company will identify, as part of an on-going continuous improvement programme, appropriate improvement activities to reduce adverse environmental impacts. These improvement programmes will be instigated and followed via the management review activity.

4.0 Monitoring

4.1 The policy for environmental management is monitored to ensure adequate controls are in place to minimise risk of pollution. The monitoring is undertaken by:

- The Operations Director will monitor the implementation of this policy and the associated integrated management system procedures.

- Environmental performance data is reviewed at planned management reviews.

5.0 Responsibility

5.1 This policy is endorsed by Minerva Board. The Operations Director in his role as Management Representative for Environmental matters

5.2 Other personnel responsible for taking forward the aims set out within this policy include:

- Engineering Director in his role as overseeing the activities of engineering technicians

- Sales Director in his role as overseeing the activities of sales team.

- Accounts Director in her role as managing office administration

6.0 Supporting Documents

- CP – Company Policy
  - CP11 - Methodology for ranking aspects and impacts
- PM - Process management (e.g. operational procedures/defined processes/flowchart)
  - PM 11 – Aspects and Impacts
  - PM 12 - Emergency preparedness and response
  - PM 13 – Environmental Communication
  - PM 14 - Environmental targets and actions
  - PM 15 - Control of waste
- Other
  - List of applicable legislation