

# Technicon Design

## ENVIRONMENTAL POLICY & ARRANGEMENTS

Technicon Design is committed to protecting the environment and to continuously improving the environment in the course of its work. Therefore, the company accepts responsibility for the continuous improvement of the environmental compatibility of its services and for the increasingly conservative use of natural resources and energy, with due regard to economic aspects.

This commitment covers the day to day operation of the Company and includes office activities and the activity of staff in travelling and working with our clients.

The Company therefore meets its commitments through its own management of operations and through the influence our staff have on a wide client base.

In particular, Technicon aims to:-

- Prevent pollution
- Minimise waste and promote energy conservation in its offices;
- Purchase environmentally friendly products wherever possible and consistent with criteria of effectiveness and quality;
- Protect the environment through encouraging environmentally sound modes of travel;
- Encourage clients and suppliers to adopt environmental improvement strategies

The Company seeks to achieve these aims through:

- Training and provision of information to its staff;
- Monitoring travel arrangements
- Adopting an environmental review of all purchasing requests
- Undertaking relevant environmental programmes within our offices
- Encouraging our clients, suppliers and partners to work with us to deliver our environmental aims

The Technicon Design Board of Management shall, at regular intervals, check that the company's environmental policy and objectives are being observed and that the Environmental Management System is working properly. This shall include evaluation of the recorded environmentally relevant data.

In keeping with their duties, all Technicon Design employees are informed, trained and motivated in respect of environmental protection. They are under obligation to implement these principles and to comply with statutory provisions and official regulations as these apply to their respective activities.

## Environmental impact

Technicon recognises its responsibility to the environment and has identified the following as the major points of environmental impact in our office-based and client-site activities:

- Air Pollution
- Fire
- Use of Premises
- Travel
- Waste

The company has put in place a series of arrangements and practices which are regularly reviewed and demonstrate our commitment to our environmental policy and sustainable environmental practices.

## Arrangements

### i. Air

The company recognises that air quality within the working environment can have a significant effect on the health of staff. The company will ensure that any air conditioning or climate equipment is regularly serviced and tested in accordance with supplier advice to include Legionella and discharge precaution and monitoring.

In the event of symptoms of irritation to mucous membranes of the eye, nose and throat being regularly reported by staff via notification from a medical practitioner, the company will take action and investigate possible causes.

### ii. Fire

The company recognises that fire in premises represents a risk to staff and clients. Accordingly, all premises have Fire Risk Assessments in place and relevant precautions as determined locally or in conjunction with building owners and relevant local authorities. As a minimum, regular fire drills are undertaken and documented in the office or fire log.

### iii. Premises

The company seeks to operate buildings and offices in an environmentally responsible way to ensure minimal environmental impact.

Temperature and energy usage will be controlled by use of thermostats, policies on opening of windows, draught exclusion, zoning, timers and heat sources (e.g. replacement of incandescent light sources with compact fluorescent bulbs or tubes).

As relevant, attention will be given to the control of Volatile Organic Compounds (VOCs) in the selection of materials, furnishings and cleaning products.

#### **iv. Transport and travel**

The company encourages energy efficient travel (e.g. public transport, bicycles), car-sharing and efficient use of any company vehicles. Purchasing policy considers emissions and fuel consumption in decision making.

#### **v. Waste**

Anything that is no longer required or wanted by someone is waste. It doesn't matter if that waste is to be reused or recycled by anyone else; it is waste if it is no longer required by the person producing or discarding it. Waste can be reduced by not acquiring it in the first place, by not replacing unnecessarily or by reusing it elsewhere. The company reduces waste by careful planning.

The company has recycling facilities in place in all its offices. These are in accordance with local schemes and regulations and are monitored locally.

#### **vi. Chemicals**

Any chemicals in use are assessed for hazardous use by reference in the first instance to safety information on containers. Where hazards are indicated, assessments for their use are made by reference to material safety data sheets which must be obtained from supplier or manufacturer. It is company policy that we will always opt for substitution for a safer chemical where appropriate; otherwise control measures will be implemented and monitored.

#### **vii. Computers and IT**

The company has a policy of buying energy efficient IT equipment. Staff are instructed in power saving techniques. This also decreases heat generation and will save on air conditioning costs. Where possible printing is avoided to save both energy and paper.

#### **viii. Energy**

The company aims to conserve energy by reducing consumption wherever possible. Staff are made aware of low-cost energy saving procedures and practices.

This includes making staff aware of usage and the means of reduction, such as using only required amount of water in kettles, switching off unnecessary lighting, switching off machinery when not in use for significant periods, maintaining temperature by choice of clothing and passive activities (opening windows rather than using fans, air conditioning; closing windows and doors rather than turning up thermostats).

#### **ix. Noise**

The company does not engage in activities which generate excessive or unsafe noise. Technicon recognises that absolute quiet cannot be expected nor is there the freedom to make as much noise as one pleases.

Technicon operations, insurance and security arrangements require offices under our control to be fitted with an audible alarm. In the event of inadvertent activation, the alarm may cause noise nuisance and disturbance to our neighbours. Therefore, a 24 hour response system has been put in place to deactivate the alarm should this be activated inadvertently.

## **x. Packaging**

The company is not a prime producer of packaging but can influence suppliers by its purchasing policies. This includes selection of minimally wrapped products from retail outlets where possible and use of re-usable bags. We will endeavour where possible to remove packaging before supplying people who use services to ensure that it is correctly recycled.

## **xi. Purchasing**

Purchasing decisions will always been made with due consideration to sustainable sources, re-usability and recycling, energy consumption and environmental impact. Where equipment replacement is being planned the carbon costs of manufacture as well as through life costing will be considered in the decision-making process.

## **xii. Odours**

Our operations do not release smells externally, but internally smells may be generated from cleaning operations, decorating (paints, varnishes) and maintenance (adhesives). Where these may be of a hazardous nature, control is by ventilation or personnel exclusion for the duration of the hazard.

## **xiii. Solvents**

It is company policy that solvents are not used where less hazardous products are available. We specify water-based paints for interior decoration.

We also source water-based markers and cleaners for whiteboard operations and non-toxic glues and adhesives.

## **xiv. Spillages**

Spillages of hazardous materials within the office are disposed of in accordance with the requirements of the Material Safety Data Sheet. Suitable spillage kits are held as a part of the COSHH assessment carried out on hazardous materials.

People who use services are advised that inappropriate materials must not be disposed of into surface drains, (including detergents from washing machine leaks which should be disposed of down the sink).

## **xv. Water**

The company will minimise its use of water within its office environment by education and information. Staff will be encouraged only to use the amount of water required for any operation and are not to run tap water unnecessarily. Bottles of water will be kept in fridge to reduce the practice of running tap to obtain cold water. Dual control toilet flushes will be used appropriately.

## Roles & Responsibilities

The ultimate responsibility for environmental performance lies with the Managing Director who will ensure that it is given equal status with other business objectives.

### Managing Director

The Managing Director working with the Board, has the following responsibilities:

- Overall responsibility for the effect that the company has on the environment
- The implementation of corporate environmental policies
- Ensuring that the Environmental Management System and any other relevant quality systems are supported and maintained
- The general welfare and safety of the workforce
- Ensuring that all purchases made by the company are made with environmental policies in mind
- Establishing, documenting and managing the Environmental Management system and ensuring that records are available
- Arranging environmental audits
- Initiating action as needed and verifying that it has taken place
- Keeping abreast of relevant environmental legislative developments, issues and concerns
- Taking responsibility for communications from within /outside the company and taking action where required

### Senior Management

Senior Management is responsible for:

- Replying to any environmental related queries and ensuring that those concerning the environmental effect of our service are dealt with promptly
- Ensuring that the Environmental Policy is on prominent display in their area of responsibility
- Ensuring that environmental matters are routinely on the agenda for management meetings
- Ensuring that concerned Stakeholders and members of the general public are informed of the existence of the Environmental Policy and where appropriate the details contained within it
- Ensuring that all environmental problems are recorded and acted upon

### Local managers

Managers are responsible for:

- Ensuring that all staff are adequately trained in the relevant environmental issues
- Ensuring that the Environmental Policy is explained to new staff as part of their induction training

- Ensuring that every member of staff is alerted to the policy within the handbook and as appropriate issued with a copy (or summary) of the Environmental Policy before they start work
- Ensuring that briefings on the contents of the Environmental Policy are worded in a way that they will be understood by the intended audience

### **Employees**

Employees are responsible for:

- Ensuring that all operations are carried out in accordance with specified environmental procedures and work practices
- Ensuring that safety equipment is used and instructions are followed

### **Audit and Review**

Technicon will review environmental policy and arrangements as part of Senior Management Review of our quality and related systems. This will include an annual policy review and an appraisal of the results of environmental reviews undertaken at relevant Technicon sites and offices.

Technicon Design  
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