

Environmental Policy

TekTube Environmental Policy

Document Type: Policy

Version No: v1.0
Issue Date: 1st April 2018

Purpose of this document

To provide customers & suppliers with our Environmental Policy.

VERSION HISTORY

Version	Date Issued	Brief Summary of Change	Owner's Name
V.0	31/12/2017	Draft Policy	Neil Molton
V.1	1/4/2018	Approved and Implemented	Neil Molton

For more information on the status of this document, please contact:	<p>Neil Molton Managing Director TekTube Ltd A5 Grovehill Industrial Estate Beck View Road Hull HU17 0GJ</p> <p>Tel: 0148 223 8030 E-mail: neil@tektube.co.uk</p> <p>Internet: www.tektube.co.uk/administration/environmentalpolicy</p>
Date of Issue	1/1/2018
Reference	4.2
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Policy title: Environmental Policy

Issue date: 1/4/2018 **Review date:** 1/4/2019

Version: v1.0 **Issued by:** Neil Molton

Aim: Establish and maintain the company Environmental Policy

Scope: Applies to all locations and staff of TekTube.

Associated documentation:	Legal Framework: https://www.gov.uk/topic/environmental-management Policies: Quality Manual
Appendices:	None
Approved by:	Neil Molton
Date:	1/4/2018

Review and consultation process:	Annually from review date above
Responsibility for Implementation & Training:	Neil Molton

HISTORY

Revisions:		
Date:	Author:	Description:
1/1/2018	NM	V.0 - Draft
1/4/2018	NM	V.1 - Approved

Distribution methods:	Soft copy - Email to all company employees Hard copy – Company Noticeboard
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Environmental Policy

Mission Statement

TekTube Ltd recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same.

Responsibility

Neil Molton, Director is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Policy Aims

We endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

Paper

- We will minimise the use of paper in the office.
- We will reduce packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.

Energy and Water

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

Office Supplies

- We will evaluate if the need can be met in another way.
- We will evaluate if renting/sharing is an option before purchasing equipment.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to.

Transportation

- We will reduce the need to travel, restricting to necessity trips only.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- We will make additional efforts to accommodate the needs of those using public transport or bicycles.
- We will favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency.

Maintenance and Cleaning

- Cleaning materials used will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

Monitoring and Improvement

- We will comply with and exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training.
- We will review this policy and any related business issues at our monthly management meetings.

Culture

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- We will provide staff with relevant environmental training.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- We will use local labour and materials where available to reduce CO2 and help the community.

Reporting

The Quality Manager shall keep records of the Environmental Activities of TekTube by means of continual assessment to company logs.

Policy Audit

This policy shall be subject to audit by the Quality Manager.

Further Information

Further information and advice on this policy can be obtained from Joseph Moulin, TekTube Administration using 01482-238030 or joseph@tektube.co.uk.

Policy approved by:

Neil Molton

Signature _____
Managing Director



Date 1st April 2018