P34B Ltd

Business Policies Document

Environmental Management System

Section F

Version P34B-08
July 2025

P34B Limited - Registered office: 8 Market Place, Adlington, Chorley, Lancashire, England PR7 4EZ
Registered in England and Wales No: 8718019. FSB Membership number 51785622. VAT number: 340668009.

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Section F: Environmental Management System Policy

F1.0 - Statement

P34B Ltd is committed to improving its environmental and corporate social responsibility performance by complying with relevant guidance and regulation and by adopting modern methods of environmental management and sustainable development to improve environmental performance, wherever practicable.

F2.0 – Environmental and CSR Objectives

The aim of this policy is to enable this organisation to:

- Reduce its impact on the environment.
- Ensure compliance with environmental legislation and regulations.
- Ensure the effectiveness of its environmental management system.
- Reduce its use of energy and resources.
- Minimise its waste.
- Reduce unforeseen environmental risks.

The executive directors of this company are accountable for the effectiveness of its EMS and will commit the resources necessary to:

- Meet or exceed the requirements of all environmental legislation under which they are obligated.
- Take all essential measures to prevent pollution.
- Maintain the continual improvement of its environmental performance through the regular review of its management system.

F3.0 - Waste Management and Recycling

In this business:

- All waste will be segregated into appropriate waste streams prior to disposal.
- All waste appropriate for recycling (i.e., plastics, paper, tins, and glass) will be placed in the appropriate receptacles ready for collection by recycling services.
- All other domestic waste will be placed inside black waste bags.
- Discarded furniture and office equipment will be offered to charity for recycling or reuse.

Whilst the below are unlikely to feature in our business we have identified additional waste procedures we would follow if required as below:

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- All hazardous or clinical waste will be placed in yellow waste bags in accordance with the Clinical Waste Policy.
- All “sharps” will be placed inside purpose-built sharps disposal boxes in accordance with the Clinical Waste Policy.
- All electrical waste will be disposed of according to the Waste Electrical and Electronic Equipment Regulations (WEEE).

P34B Ltd intends to comply with all current national and local waste management laws, policies, and procedures. P34B Ltd will liaise regularly with the appropriate local authority department to regularly review its performance in this area.

F4.0 - Energy Efficiency

To conserve power, staff should:

- Turn off non-essential lights and power sources when not in use.
- Keep windows and doors closed when using heating.
- Report malfunctioning thermostats on radiators immediately.

In addition, P34B Ltd will invest in energy efficient buildings by:

- Ensuring that the buildings boilers and heating systems are regularly serviced and properly maintained.
- Ensuring that energy efficient light bulbs and low power or energy efficient equipment are used wherever possible.

F5.0 - Water Use and Wastage

Staff will optimise water use to conserve supplies and the company will incorporate water-saving measures as necessary to reduce consumption. System failures such as dripping taps and leaking pipes will be reported and remediated immediately.

F6.0 - Sustainable Procurement

P34B Ltd will ensure that all resources, goods, and services are only bought or contracted from organisations and companies who have sustainable use policies in place. Those staff responsible for purchasing should ensure that suppliers use environmentally acceptable packaging.

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F7.0 - Pollution

Pollution will be minimised by:

- Investing in cleaner equipment and processes wherever practicable
- Ensuring that existing equipment is maintained and serviced.
- Ensuring that any dangerous substances are used and disposed of properly.

F8.0 - Transport

In this organisation, the environmental impact of transport used will be minimised by:

- Ensuring that all vehicles and transports operated by P34B Ltd are serviced regularly and are kept in good condition, thus enabling them to run efficiently.
- Eliminating the use of vehicles for unnecessary trips.
- Encouraging and facilitating vehicle sharing where possible.
- Moving to low-emission vehicle use wherever possible.
- Supporting staff use of public transport, cycling, and walking to travel to and from work.

F9.0 - Environmental Management Systems

This organisation will co-ordinate its sustainable development processes through the implementation of an appropriate Environmental Management System (EMS).

We have an annual project plan to deliver our CSR accreditation objectives (see business projects system and CSR Power BI report), specifically in pillar one which is how we achieve sustainable measures to monitor our performance in the environment. This project plan will monitor our practices, review our progress, and highlight our requirements.

As part of P34B Ltd.'s EMS, it will:

- Identify operational aspects and monitor any environmental impacts of P34B Ltd.'s activities and wastes through the use of an environmental audit.
- Set measurable targets to reduce impacts and continually improve environmental performance.
- Review this policy and environmental performance regularly.
- Keep relevant environmental records and reports.
- Provide environmental awareness training for staff.

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E9.1 - Commitment and Policy

P34B Ltd are committed to environmental sustainability and continual improvement of our processes to minimise our impact on the environment. As a recently accredited organisation with CSRA Silver Accreditation, we understand the importance of actively managing our environmental performance and complying with applicable environmental laws and regulations.

E9.2 - Our Environmental Commitment:

Environmental Leaders:

We are dedicated to being responsible leaders of the environment by reducing our ecological footprint, conserving resources, and preventing pollution. We strive to go beyond compliance and proactively implement sustainable practices throughout our operations.
We try to identify new ways to impact those around us by actively collaborating with partners in our local area.

Compliance:

We are committed to complying with all relevant environmental laws, regulations, and other requirements applicable to our business activities. We will monitor changes in these requirements and ensure that our processes and policies remain up-to-date and aligned with them.

Continual Improvement:

We believe in the power of ongoing improvement and innovation. We will actively seek opportunities to enhance our environmental performance, minimise waste generation, and optimise resources. Through regular reviews and assessments, we will identify areas for improvement and set meaningful objectives and targets.

Employee Engagement:

We recognise that our employees play a vital role in achieving our environmental goals. We will foster a culture of environmental responsibility by providing training, promoting awareness, and encouraging active participation and feedback from our team members.
This is reflected in our standard contracts with employees where we have included a portion of working hours devoted to supporting in the local community.

Collaboration and Transparency:

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We will actively engage and collaborate with our stakeholders, including customers, suppliers, and the local community, to promote sustainable practices and exchange knowledge. We will maintain open and transparent communication about our environmental performance and initiatives.
We intend to produce an annual report of our CSR activity for stakeholders, partners, and directors to review our business practices.

Compliance with CSRA Silver Accreditation:
As an accredited organisation with CSRA Silver Accreditation, we are committed to upholding the standards and requirements set forth by the accreditation. We will ensure that our EMS aligns with these standards and strive for continuous improvement to maintain and exceed the accreditation's expectations.

This Environmental Commitment and Policy will be regularly reviewed and updated to reflect our evolving business practices and the ever-changing environmental landscape. We will integrate this commitment into our day-to-day operations and encourage all members of our organisation to contribute to its successful implementation.

By embracing environmental sustainability, we not only aim to protect and preserve the environment for future generations but also strive to enhance our business efficiency, reputation, and long-term viability.

Environmental Aspects and Impacts:
During 2023 we aim to identify the environmental aspects of our organisation's activities, products, and services. We will assess the potential impacts these aspects may have on the environment.

Legal and Other Requirements:
We will identify and understand the environmental laws, regulations, and other requirements which apply to your organisation. We will strive to meet all the recommendations expected of an organisation of our size.

Objectives and Targets:
2023

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- By the end of 2023 we will establish measurable environmental objectives and targets which will align with our environmental policy, our accreditations and address significant aspects and impacts.

2024

- Environmental Management Programmes - By early 2024 we will develop programmes, procedures, systems, and processes to achieve the established objectives and targets. We will assign responsibilities (through Bright HR), allocate resources, and define timelines for implementing the programs.

- Through our projects Online system, we will monitor progress and review and update the projects as needed. We will conduct an end of year assessment, providing an annual CSR report for stakeholders and directors highlighting our year supporting our own objectives.

2025

- We will create a reporting system using our data team to develop a live and interactive system to track and manage all progress against our CSR pillars.
- We will use social value scoring system (TOM's) to develop our internal and active impact reports.
- We will create and publish our first CSR annual report.

2026

- We will submit our 2026 CSR-A accreditation
- We will publish our social impact using our newly developed TOM's process.
- We will create our annual 2025 social impact report and publish it.

Training and Awareness:
We have provided appropriate training to employees to increase their awareness and understanding of environmental issues and their roles in implementing the EMS.
We promote a culture of environmental responsibility and encourage employee participation in all activities related to our corporate social responsibilities. Not because they must, but because our employees want to be involved.

Communication and Documentation:

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We have established a system for internal and external communication on environmental matters. We have a page on our hub to allow employees to communicate and we have also created a news article page on our website for everyone to see the good work we are carrying out.

Monitoring and Measurement:
By end of 2023, we expect to create a project talent opportunity for someone to help our organisation to implement procedures for monitoring and measuring key environmental indicators and performance against objectives and targets.
We hold monthly meetings; the environment has a section designated to discussing progress against our project timeline and baseline.

Nonconformance and Corrective Action:
Each week in our stand-up sessions and at our monthly review meetings, we check our performance against our project plan. Where we identify shortfall against our plan, we implement measure or new targets to help us improve or correct our performance.

Management Review:
We conduct regular management reviews (weekly and monthly) of the EMS to evaluate its effectiveness, identify areas for improvement, and ensure its continued suitability and alignment with business goals.

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Appendix F1 – Signed Policy and Our Objectives Outlined

APPENDIX F1

ENVIRONMENTAL AND CORPORATE SOCIAL RESPONSIBILITY POLICY

At P34B Ltd our Environmental and Corporate Social Responsibility policy is to, so far as is reasonably practicable:

- *Meet with our core objective pillars as outlined within our CSR accreditation:*
  - *Pillar 1: Environmental - Focuses on eco-issues such as the mitigation of climate change, energy conservation, waste and re-cycling and carbon footprint.*
  - *Pillar 2: Workplace - Focuses on policy and activity that improves working conditions and addresses work life balance for employees and their families. It also encompasses ethical products and services and customer/client care issues.*
  - *Pillar 3: Community -Focuses on how P34B Ltd provide support for communities.*
  - *Pillar 4: Philanthropy -Support for charities through volunteering, donation, sponsorship or other means.*
- *Implement energy-efficient practices and technologies to reduce overall energy consumption in our operations and facilities.*
- *Reduce waste generation, promote recycling, and implement responsible waste disposal practices to minimise our environmental footprint.*
- *Set targets to decrease greenhouse gas emissions through operational improvements and promote the use of renewable energy sources.*
- *Source materials and products from suppliers who share our commitment to environmental sustainability and minimise the environmental impact of our supply chain.*
- *Conduct regular employee training and awareness programs to foster a culture of environmental responsibility and encourage sustainable practices among our team members.*

P34B Ltd will review this policy annually and revise whenever there is a change in circumstances, in work practices or the introduction of new legislation affecting the policy, to ensure that these standards of Equality, Diversity and Inclusion are maintained.

Signed:

Print Name: P34B Ltd

Date: 8th July 2025

Date for next review: 1st August 2026

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