

Environmental Policy

ecex are fully aware of the importance of addressing Environmental Issues.

We live in a commercial world where environmental savings often have an additional cost.

It is the duty of all organisations to adopt a more positive 'green' perspective to preserve our planet for future generations to enjoy.

Standard Products and Project Scheme Solutions are to be: -

- Designed to minimally impact upon the installed environment.
- Designed to provide adequate solutions to meet any governing regulations issued by such bodies as the HSE, BS, DOE, or LA.
- Designed to present minimal visual impact on the environment in accordance with any prevailing planning regulations.
- Designed using materials that can be re-cycled and that are not harmful to the environment.
- Refrigerants and gas supplies should be non harmful or minimally harmful to the environment.
- Energy and power saving or recovery schemes are to be proposed, for client consideration even though they may be rejected on capital cost.
- Any resource saving measure involving water and non-reproducible reserves must be considered as part of the 'environmental impact evaluation'

Material Disposal: -

- Where possible all waste or redundant materials should be able to be re-cycled.
- Whilst on site correct disposal of materials must conform to the client's/main contractor's policy.
- Any materials removed from site will be disposed of in accordance with current waste guidelines to ensure minimum environmental impact.
- Specialist disposal contractors will always be used where applicable (e.g. asbestos)

ecex Premises Waste Disposal

- All ecex premises have been provided with recycling facilities in accordance with the attached schedule.
- Staff are encouraged to use these facilities for domestic waste recycling to minimise unnecessary trips to local disposal sites.

ecex Equipment and Vehicles.

- See page three.



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Office Waste

<p style="text-align: center;"><u>RECYCLE</u></p> <p style="text-align: center;">MAGAZINES PAPER CARDBOARD PLASTIC BOTTLES CANS NEWSPAPERS HARD BACK BOOKS ENVELOPES</p>	<p style="text-align: center;"><u>CONFIDENTIAL – SHRED</u></p> <p style="text-align: center;">All items with address, tel. number details</p> <p style="text-align: center;">FAXES ACCOUNTS INFORMATION</p>
<p style="text-align: center;"><u>GENERAL WASTE</u></p> <p style="text-align: center;">VENDING CUPS YOGURT POTS CRISP PACKETS FOOD WASTE</p>	<p style="text-align: center;"><u>HAZ BIN</u></p> <p style="text-align: center;">AEROSOLS BATTERIES PAINTS TONERS ACID DESCALER PHOTOCHEMICALS SOLVENTS THINNERS OIL FILTERS OIL TINS</p>

1. Recycle materials can be placed directly into the bins provided without shredding.
2. Confidential material must be shredded before placing into the bins provided.
3. General waste should be kept to a minimum.
4. Haz Bin allows you to place all domestic waste of this type into the [ecex](#) provided bins for specialist collection and disposal.

Workshop Waste

<p style="text-align: center;"><u>RECYCLE</u></p> <p style="text-align: center;">MAGAZINES PAPER CARDBOARD PLASTIC BOTTLES CANS NEWSPAPERS HARD BACK BOOKS ENVELOPES</p>	<p style="text-align: center;"><u>WORKSHOP WASTE</u></p> <p style="text-align: center;">FERROUS METAL – SKIP 1 NON FERROUS METAL – SKIP 2 STEEL SWARF – SKIP 3 GALVANISED ITEMS – SKIP 3 SPENT WELDING RODS – SKIP 3 CUTTING & LUBRICATING OIL – DRUM 1 OIL ABSORBENTS – BIN 1 OIL FILTERS – BIN 2</p>
<p style="text-align: center;"><u>GENERAL WASTE</u></p> <p style="text-align: center;">VENDING CUPS YOGURT POTS CRISP PACKETS FOOD WASTE</p>	<p style="text-align: center;"><u>HAZ BIN</u></p> <p style="text-align: center;">AEROSOLS BATTERIES PAINTS TONERS ACID DESCALER SOLVENTS THINNERS OIL TINS</p>

1. Recycle materials can be placed directly into the bins provided without shredding.
2. Workshop waste should be placed in the appropriate skip/bin/drum for safe disposal
3. General waste should be kept to a minimum.
4. Haz Bin allows you to place all domestic waste of this type into the [ecex](#) provided bins for specialist collection and disposal.

Printing

- Only print if absolutely necessary (drawings, legal documentation, contracts for signature etc.)
- Maintain electronic versions of incoming correspondence and do not print.
- File all documents electronically including incoming mail, purchase invoices etc.
- All paper documents are to be scanned and stored electronically to reduce use of filing systems, folders etc.

Lighting

- Turn off lights at the end of the day, and when rooms are empty.
- All lamps are to be energy efficient.
- Limit the use of lighting during the working day and utilise natural light where safe to do so.
- All fittings must be cleaned once a year.

Heating

- Thermostat setting to be maintained at 19°C.
- Don't heat unused space.
- All radiators must be kept clear to allow heat to roam free.
- All hot water is set at 60°C.

General

- Keep all fridges and freezers closed as much as possible.
- Defrost all fridges and freezers regularly and fill unused areas with bubble wrap.
- All equipment must be assessed annually to identify failings and possible replacements if able to improve energy efficiency.
- All equipment to be regularly maintained in accordance with manufacturer guidelines.

Vehicles and vehicle emissions.

- All new vehicles to be selected on the basis of fuel and carbon efficient models from an approved list only.
- Existing vehicles will be replaced with fuel and carbon efficient models from an approved list only.
- Car journeys are to be minimised in favour of public transport where possible.
- All personnel are encouraged to use public transport when completing company business.