

Environmental and sustainability Policy Statement

This is the Environmental Sustainability Policy Statement of

Smart Managed Solutions A Trading Name of HR Facilities Limited

Smart Managed Solutions firmly believes that it has an important duty to ensure both good environmental performance in all of its business operations and to also provide the necessary organisation, commitment and training to fulfil this obligation. The senior management firmly believes in, and is committed to monitoring and improving environmental performance, pollution prevention and environmental protection. We are also a Carbon Neutral Company, dedicated to continual improvement and achieving a zero carbon footprint.

Our environmental responsibility programme is based upon continual improvement, consistent with current knowledge, in which we implement the following:

- Incorporating environmental responsibility into all business operations, by planning environmental protection, reviewing and developing policy, setting targets and reviewing and auditing performance.
- Utilising the best available techniques, not entailing excessive costs to comply with the requirements of existing and future legislation and encouraging those working on our site to meet the same standards.
- Implementing a systematic waste minimisation programme to achieve objectives and targets to reduce waste, avoiding the use of terminal waste treatment and dealing with it as far as possible at source.
- Pursuing continuous improvement in environmental performance where reasonably practicable, setting objectives and targets, especially in addressing the areas of resource use, reducing energy and water consumption, increasing re-use and recycling and improving solid and liquid waste management methods.
- Being committed to maintaining effective communication systems on environmental matters through training and improved awareness.
- Promoting company objectives and will respond positively to enquiries and suggestions from both inside and outside the company
- Seek to not to use products or other chemicals that are harmful to the environment
- Maintain our certification to ISO14001 through monitoring and review.

Environmental and sustainability Policy Review:

Environmental and sustainability Policy shall be reviewed at least annually, or in the light of significant change.

Authority and Accountability

Ultimate authority and accountability for the Smart Managed Solutions EMS rests with its Senior managing partners.

An EMS Management Review Board acts on behalf of the partners to set policy, regularly review and authorise plans at the corporate level, receive reports on rehearsal and implementation of plans, as well as constitute the highest level of management for environmental activities.

The EMS Management Review Board shall identify owners of processes, by which environmental aspects of Smart Managed Solutions business activities are understood and managed in compliance with the national and international requirements.

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The EMS Management Review Board incorporates all relevant functions and operations within Smart Managed Solutions, to focus on the co-ordination and continual improvement of environmental and sustainability management processes across the organisation, respond to changing circumstances and ensure the appropriate application of lessons learned from incidents or rehearsals. Small sub-groups focusing on specific tasks may be used to achieve this.

All employees are made aware of and are expected to adhere to the aims and objectives of the EMS and associated operating procedures and instructions. Everyone is encouraged to suggest ways in which the EMS may be improved.

Documented Procedures:

The EMS comprises a four-tier structure incorporating: environmental and substantiality policy, procedures, records and, where appropriate, the use of guidance documents to enhance understanding. Standards, specifications and recommended guidance documents are used where appropriate.

It shall be the responsibility of the Senior management Partners to ensure implementation of these policies and procedures.

- Smart will develop guidelines for staff, volunteers and users to adopt sound environmental work practices, and adequate training will be provided to ensure these practices are carried out.
- Smart will act responsibly to correct incidents or conditions that endanger health, safety, or the environment. It will promptly report any such incidents to the relevant authorities and inform affected parties as appropriate.
- Smart will use reasonable endeavours to, reuse and recycle materials, purchase recycled materials, and use recyclable packaging and other materials.
- Smart will use all reasonable endeavours to that its services and products are safe, efficient in their use of energy, protective of the environment, and able to be reused, recycled or disposed of safely.
- Smart will use all reasonable endeavours to minimise materials and energy use, prevent air, water, and other pollution, and dispose of waste safely and responsibly.
- Smart will use all reasonable endeavours to conserve energy by improving energy efficiency and giving preference to renewable over non-renewable energy sources when feasible.
- Smart will, use reasonable endeavours to, utilise its particular knowledge and experience to contribute to environmentally sustainable techniques, technology, knowledge and methods.

Records:

Records are established and maintained to provide evidence of conformity to requirements, and all records are controlled.

Non-conformance control:

All efforts will be taken to ensure that our operations and activities are controlled to avoid any detrimental impact to the environment throughout all stages. But, in the event of a non-conformity being discovered, it shall be investigated with the aim of continual improvement – such incidents will be recorded.

Corrective & Preventive Action:

Documented procedures are implemented to ensure appropriate corrective actions are taken when required, and the EMS Team regularly consider actions necessary to prevent potential non-conformities.

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Internal Audit & Management Review:

The Environmental Policy, Objectives and Targets are proposed and communicated by the EMS Management Review Board and agreed by the company's Directors and Senior Management.

Progress on continual improvement, any variances in activities, their corresponding environmental effects and any changes to legislation, market or customer requirements are taken into account by the Management Review Board when making recommendations to Senior Management. These recommendations will be considered before implementing changes to the environmental policy, objectives or targets. These are formally reviewed at least annually but are also regularly monitored and reported on to Senior Management by the Management Review Board.

Audits are regularly carried out by trained staff to a predetermined schedule, to ensure system and process compliance and continual improvement.

Lee Metcalfe – Managing
 Director

Signed: 

15 th May 2023	15 th May 2024
Effective Date	Next Review Date