



Emplink Ltd

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London

Tel.: 02084526544

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Environmental Policy Statement

At Emplink Ltd we recognise and understand the value of pro-actively monitoring and managing the environmental impact of our operations. We are committed to the continuous improvement of our environmental performance.

In order to fulfil our commitment, we shall:

- Comply with environmental legislation, regulations and Codes of Practice.
- Pursue a sympathetic and planned approach to the identification and control of operations that have the potential for environmental harm. Develop and implement objectives and targets and monitor their success.
- Identify and manage significant environmental aspects and impacts of operational development projects, work activities, plant and equipment used and disposal of waste.
- Promote the conservation, and sustainable use, of natural resources to minimise environmental pollution and to promote energy efficiency in all of our own work activities, and those of our sub-contractors, where engaged.
- Ensure our staff and contractors are aware of their role and responsibilities in managing the environmental aspects of our operations.
- Provide suitable resources to ensure the development and maintenance of the environmental management system on a corporate and local level.
- Respond sensitively and speedily to external and internal environmental feedback and the needs and concerns of communities and interested parties.

Responsibility: One of Directors - Greg Chimiak , shall continually monitor the implementation and application of our Environmental Policy.

We shall communicate this policy to our staff by displaying a copy at each of our locations, briefing the policy during the induction process and issuing a copy to affected parties as appropriate.

Monitoring and Review: One of Directors - Greg Chimiak, regularly monitor compliance of this policy and associated objects, and will review this on an annual basis or sooner if appropriate.



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Our environmental policy

The Environmental Policy aims to outline measures we will take to reduce, reuse and recycle waste within the organisation. We have stated our commitment to -

- Identify all environmental impacts that the Company contributes to and establish environmental management procedures that can be incorporated into all business decisions, in a cost effective manner.
- Regularly measure and evaluate our environmental performance, and improve where necessary.
- Promote a culture of continual environmental improvement within the Company.
- Delegate the responsibility for environmental matters to the appropriate levels in the Company.
- Consistently increase the awareness and provide necessary training to all our employees to ensure environmentally responsible concepts are integrated into their normal working practices.
- Demonstrate control of all our operations and ensure that all are performed with due consideration of the environment.
- Minimise the storage and use of all articles and substances, where appropriate.
- Reduce the consumption of resources (energy, materials, packaging), where feasible.
- Minimise waste through a commitment to reuse, recover or recycle, where feasible.

The results of our environmental endeavours will be published for employees, suppliers, contractors and clients to see on a regular basis.

Strategy and action plan

We acknowledge the influence that our daily working lives and activities have on the environment and are committed to the continual improvement of the way our business impacts on the environment and by our policies and actions shall inspire the confidence of our clients, employees, suppliers and contractors. We will:

- Aim to minimise the use of all materials, supplies and energy it uses
- Minimise waste produced in all areas of the organisation, reuse and recycle waste where possible, and aim for waste-free processes
- Aim to include environmental and ethical considerations in purchasing

Waste reduction, re-use and recycling

- We use both sides of paper by printing draft documents on the back of paper which has already been used on one side
- Effective use of IT (including e-mail) prevents unnecessary printing and duplication (adjusting font sizes and margins to allow documents to fit onto one piece of paper, print preview prior to printing, thorough proofing of large print-runs before printing)
- We circulate or display non-urgent information, as opposed to printing copies.

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- All wastes are collected for reuse, then ultimately segregated and recycled where appropriate, including - cardboard cartons, paper, timber pallets and toner cartridges. web: www.emplink.co.uk
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Energy and water consumption

- Use of energy efficient light bulbs
- Turn off policy
- Use of power-down features on electrical equipment
- Monitor water systems to ensure water's not wasted by dripping taps etc.

Purchasing

- Purchase our materials from local suppliers to reduce transport mileage
- Purchase of remanufactured toner cartridges where possible
- Buying materials transported on returnable pallets where possible and appropriate.
- Purchase of less environmentally damaging products where information exists

General environment

- Maintaining the office as a pleasant and effective working space
- Carrying out a weekly 'housekeeping' exercise and tidy-out to prevent build-up of wastes
- Regularly service all equipment to maintain optimum operating efficiency

Transport Policy

We have identified transport as having a reasonably significant environmental impact and we take great care in ensuring that it is reduced as far as practicable.

- We ensure all staff participate in a car sharing scheme so that vehicular use is kept to a minimum and route their journeys with the aim of saving fuel by using shortest possible routes taking into account work requirement, traffic flows and areas of heavy congestion.
- The Company utilises diesel-powered vehicles all of which are regularly serviced and maintained to ensure fuel efficient operation so emissions are reduced and minimise any impact on the environment.
- All materials are either; delivered direct to our site and stored until they are all together before transporting them to the client's site or delivered direct to prevent unnecessary journeys.

Compliance with legislation

We comply with the Environmental Protection Act 1990 by keeping the building clear of litter and refuse, taking account of the statutory Code of Practice on litter and will comply with legislation related to environmental issues, paying particular regard to the requirements of:

- The Environmental Protection Act
- Controlled Waste (Duty of Care) Regulations
- Waste Management Regulations

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Pollution control

The Company will strive to reduce all forms of pollution.

- In terms of emissions to air from the use of company vehicles.
- Minimise pollution to air, water and land from the activities of the company and work with others to ensure best practices are considered for all aspects of work undertaken
- Noise generated by our activities will be kept to a minimum where possible in order to limit the nuisance to the general public and surrounding areas

Environmental training and raising of awareness

We have an extensive induction and training programme for all employees and provide operational staff with bespoke environmental training at induction to ensure their full comprehension of the issues. In addition, we continually monitor employee's activities and provide additional training wherever necessary. We ensure staff are fully aware of energy efficiency measures that can be taken.

The aim of this process is to ensure everyone understand and support the issues, that sound relationships are established based on mutual respect with suppliers and contractors and that clients are aware of the environmental awareness and credibility of the business. This strategy is by no means inclusive and there may well be other areas in which the company can improve and we will continually review this policy, within 12 months of the date below, or sooner, should circumstances require.

Our environmental action plan

To achieve our policy, we shall –

- Set clearly defined objectives addressing environmental issues that are designed to record and improve our environmental performance
- Promote our environmental activities with our staff, partners and other stakeholders and let them know of our concern for the environment
- Train, educate and inform employees about environmental issues that may affect their work
- Monitor, audit and review our performance, including an annual review of this policy

Greater health and environmental awareness has led to an increasing adoption of greener products and systems, the result has been that the following are in place at the office: -

- Default to printing in black and white in preference to colour for all documents
- Undertaking electronic preparation, transfer and storage of information wherever practicable to avoid the use of paper
- Use of scrap paper for notes and messages etc.
- Recycling of paper, cardboard, bottles and cans used at the office
- Encourage all at the office to avoid waste by limiting power use and ensuring that lights, equipment and heating are switched off when they are not required

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- Encouragement of use of public transport by staff whenever practicable

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In support of our Environmental Policy we have incorporated some simple steps to 'green the workplace' and have incorporated the following practices:

- Working from home when possible
- Switch off all computer equipment, appliances, motors and machinery when not in use.
- If the workplace is too hot, turn the heating down instead of opening a window
- If it is too cold in winter, ensure radiators and heaters aren't obstructed and keep doors shut
- Check if lighting is on unnecessarily in the middle of the day
- If you are the last to leave, make sure you turn everything off behind you, including machinery, printers, drinks machines, fans, lights, etc.
- Apply the three 'Rs': recycling is great, but reducing waste and re-using is even better.
- Reduce water use through raising awareness and simple adjustments to taps and toilets.
- Work together for a greener workplace - talk to your colleagues about working out solutions that will reduce our environmental impact

To make sure that we continue to improve our Policy we will adopt the following actions –

- Comply with all relevant legislation – in order to achieve this, we will research the Gov.UK website – <https://www.gov.uk/government/organisations/environment-agency> to get together a list of the regulations that may apply to us – with particular reference to our Duty of Care
- Sign up to specific email monthly updates from <https://www.cms-lawnow.com> to keep up to date with environmental regulations and guidance that affects our organisation
- Measure and monitor our energy consumption to ensure we are not using energy unnecessarily
- Complete a database of local suppliers and businesses for our 'local' supply chain
- Investigate the amount of energy and fuel we use and consider how we can reduce the impact.

Tomasz Goslar

Director
Emplink Ltd

10.10.19