



# ENVIRONMENTAL POLICIES

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## **Introduction**

The Hugh Symons Group is committed to meeting and where possible, exceeding, environmental regulations.

The Company has exercised this philosophy for many years, acting in a socially responsible manner throughout its 30-year history. The diverse nature of the organisation means that we had to plan for wide spectrum of environmental issues.

## **Board Responsibilities**

Colin Fisher, Finance Director of the Hugh Symons Group Plc, has overall responsibility for environmental policies and their implementation.

## **Responsibilities of the Facilities Manager**

The Facilities Manager will report to the Finance Director and has responsibility for the day to day implementation of environmental policies.

The Facilities Manager will be responsible for:

Conducting regular reviews of the environmental policies, annually or more frequently if there is a service or legislation change.

Ensuring that all senior managers are familiar with the Company's Environmental Policy and objectives. Making the environmental policies available to all staff (on request and on the company intranet).

Managing staff training, ensuring that any new legislation or recommendations are issued to staff, with instructions for correct course of action.

## **1 Recycling**

### **1. Cardboard**

A large part of the Company's business is of a wholesale/distribution nature. We buy goods in bulk packaging and this needs to be effectively disposed of.

Our recycling procedures include the selection of a responsible solid waste disposal company and our current contract is with a national Company, SITA (UK) (<http://www.sita.co.uk>)

Where possible, packaging material is recycled within the business. This means that boxes are reused for outgoing goods, material is used as padding for despatch of fragile goods, etc.

## 2. Office paper.

The Company uses a sophisticated email system in an attempt to obtain a “paperless office”. The demands of the business however, make this an exceptionally difficult task and waste paper is inevitably generated. We have strategically placed paper-recycling bins throughout the offices for appropriate waste material. This material is collected for pulping (not landfill) by Perry’s Recycling of Yeovil (<http://www.perrys-recycling.co.uk>)

## 3. Office waste (excluding paper)

This category can be subdivided into areas where recycling is possible. All reproduction equipment which uses ink cartridges are recycled to Office Green Ltd of Barking, Essex (<http://www.officegreen.co>). This includes photocopiers, laser printers and faxes.

## 4. Chemical waste

The microfilm production unit is one of the oldest divisions of the Company and has practised the safe disposal of waste material for three decades.

Harmful chemicals which are an essential part of microfilm production are collected and returned to the supplying companies. This includes silver halide fixer (from which the silver is reprocessed) and spent 16 and 35mm film.

Ammonia in both gas and liquid form is collected for return, with no emission to the atmosphere ensuring a safe use to staff and the environment.

Machinery does need to be washed during routine operations and the amount of chemical waste returned to the foul water drains complies with the local water authority directives. (Wessex Water)

## 5. Customer records (paper and card)

The microfilm process involves filming of customer records. After processing, the customer can choose whether we are to store the records on their behalf, return them or destroy them on a confidential basis. In the case of the latter choice, the paper is again pulped and recycled, not used in landfill sites.

## 6. Pallets

We have arrangements with a local company Zenick Group Ltd (incorporating Poole Pallets Ltd) and our excess pallets are removed under a signed Controlled Waste

transfer note. They in turn recycle the pallets back into the distribution industry, with repairs done where possible.

## **2. Construction projects and site maintenance**

### 2.1. Asbestos survey

The company commissioned a survey to be done by Winton Environmental Management Ltd of Worcester Park, Surrey. (<http://www.winton.co.uk>) This was performed on 17 July 2000 to enable Hugh Symons to comply with

- *The general requirements of the Health and Safety at Work, etc Act 1974*
- *The Management of Health and Safety at Work Regulations 1992*
- *The Control of Asbestos at Work Regulations 1987*
- *The Construction (Design and Management) Regulations 1994*

Recommendations are complied with for visiting contractors and safe disposals made when required.

No high risks were identified.

### 2.2. Wildlife

The head office of the Hugh Symons Group plc is in Poole, Dorset which is home to a number of rare reptiles and amphibians. The protected sand lizard, *Lacerta agilis* is known to inhabit the area. In addition to conforming to local planning regulations, we have engaged the services of a consultant to set approved traps to ensure that the lizard population is not harmed. Re-siting is carried out if required.

## **3. Energy conservation.**

### 3.1 Computer workstations

All desktop PC installations are replaced with energy efficient components. All personnel are trained to switch off electrical goods when leaving the site.

### 3.2 Electrical and gas installations

All heavy-duty plant is controlled by timer switches to conserve energy, or shut down by our Security staff as part of the daily lock up procedure.

#### **4. Transport**

Hugh Symons Group contracts all deliveries to one transport company and collections from our warehouse are limited in an effort to reduce energy consumption (vehicle fuel) and pollution (vehicle emissions).

#### **5. Company Target**

Our stated aim is to continue our policy of recognising the importance of environmental issues and how business processes impact on our surroundings. We will seek to maintain a high standard of waste control through recycling and staff awareness training.