



Environmental Policy

Managing Director's Statement

TSG recognises the impact our business activities have on the environment and manage them responsibly through a programme of continual improvement. Our commitment to Environmental Issues can be demonstrated by our UKAS certificated ISO14001 EMS which helps achieve improvement in overall environmental performance in the business activities of the organisation.

TSG is serious in its pursuit of aiding a cleaner and healthier environment. Our priorities are to reduce the production of waste, minimise the use of hazardous materials, use products and materials from sustainable sources and recycle all materials wherever possible.

As a result of this we have purchased and used environmentally friendly products (such as the use of high-efficiency systems, condensing boilers, use of low-energy light bulbs, water saving devices)

We have developed our Environmental Policy and Environmental Management systems, to allow TSG to achieve improvement in overall environmental performance in the business activities of the organisation. The Environmental Policy is subject to internal and external assessments, by competent persons as part of the company's continuous improvement process.

TSG's staff are encouraged to reflect on environmental issues and apply any ideas to TSG's Environmental Policy with a view to implementing them if deemed successful by Management.

Signed:



Managing Director
3rd January 2020

Environmental Policy

The Management and workforce of TSG are all aware of their individual and collective responsibilities in relation to the protection of the Environment and all due care and attention is taken to ensure that no potentially harmful and wasteful circumstances are allowed through the normal operation of the business.

It is the responsibility of our management team to ensure our policy is appropriate to the nature, scale and has a significant impact on the company's activities, services and the products that we purchase.

Our strategy is to:

- Minimise waste;
- Recycle materials wherever possible;
- Utilise segregated waste procedures to maximise efficient recycling;
- Utilise environmental impact assessments as part of purchasing and design process;
- Liaise closely with our clients, suppliers, designers and business partners to ensure optimum performance on all environmental issues through the sharing of information, collaboration and commitment to continuous review and improvement;

In particular the following items are of paramount importance in the workplace.

- Only proven environmentally sustainable materials are to be used in its works; (such as the use of high-efficiency systems, condensing boilers, use of low-energy light bulbs, water saving devices)
- Materials/components will be recycled in accordance with best practice with particular attention given to the efficient segregation of waste;
- All waste materials that are non-recyclable or biodegradable will be transferred to a licensed waste disposal operator for proper treatment in accordance with legal requirements;
- Any material that is suspected of containing any type of hazardous, non-biodegradable or other substance such as Asbestos will be reported to the Supervising Officer and all works will cease and the area made safe until such time as TSG is advised by the appropriate Authority and/or its representative(s) the safe method of working to recommence work;
- Environmental impact assessments will be carried out as part of the company's purchasing, design, work planning and working methods procedures;

Review of Suppliers

We review all suppliers for the quality of product, service and environmental considerations. We have a stringent pre-selection process in order to identify and work with organisations that are competent to provide the services that we employ them for.

We undertake regular checks on the environmental performance of our suppliers in a number of ways before entering into and contractual relationship with them including:

- Requiring copies of their Environmental Policies, which we check against our own to ensure common goals and objectives;

- checking to see that they understand their respective legal obligations in respect of environmental management
- regular checks with the Environmental Agency to ensure there have been no breaches of legislation;
- requiring evidence of clear written policies and procedures relating to their commitment to continuous improvement in respect of energy efficiency, recycling, waste management etc;

Where there is any cause for concern with our suppliers, our Management Team will take action to correct the problem, providing evidence to the supplier. In more serious cases we will take appropriate corrective action, which may result in TSG ceasing to use the supplier.

Environmental Objectives

We have identified the areas within the business that create the most waste and have formal objectives in their reduction over time. The areas that have been identified are:-

Paper – The re-use of discarded photocopying paper and of redundant paper retrieved by the business as notepaper has reduced the amount of paper removed from the Office and avoided the need of purchasing pre-printed feint ruled note pads. The organisation recycles paper for use in fax machines and printers. All other paper products that cannot be used for the above are placed in recycling containers for depositing at appropriate recycling sites.

PCs – The introduction of a PC to every member of staff has materially affected the amount of paper purchased by the Company, and has resulted in an increase consumed, in recent years. Used copier toner and printer cartridges are recycled through approved collection agencies. Faxes / photocopiers have sleep modes to reduce energy when not in use.

Vehicle emissions – The largest area of our Carbon footprint is vehicle use for transporting personnel and materials to or between sites. In order to reduce our carbon footprint we have incorporated the following measures:-

- We are purchasing vehicles which have the ability to transport both labour and materials therefore reducing the overall fleet requirement.
- Where possible we are getting our personnel to travel to site using public transport therefore reducing vehicle usage.
- We are going to purchase vehicles that use more environmentally friendly fuels such as gas, electric and potentially pedal powered.

Water - We have set about improving the facilities at our offices by introducing cistern dams, push action taps and flush controls on urinals.

Electricity - We have set about a maintenance and improvement policy to replace our lighting with low energy bulbs.

Waste – At our office we have implemented a number of waste reducing initiatives, ranging from the reduction in use of paper, recycling the waste paper, flat packing of card to reduce disposal, whilst generally looking to minimize the amount of packaging and "junk mail" we receive.

Recycling – In order to improve our commitment to its environmental Management performance, we have introduced methods of segregating the waste generated on building sites enabling us to recycle materials wherever possible.

General Waste – General waste from the works, which cannot be recycled, will be deposited into general waste skips within our site compound. This skip will be removed from site on a regular basis by licensed waste carriers and disposed of accordingly.

Monitoring our Environmental Impact

TSG Building Services plc aims to manage its activities in such a manner that reduces our environmental impact to a practicable minimum. We are fully committed to continuous improvement in its performance and intend to achieve this in respect of environmental awareness by setting clear environmental objectives and consistently monitoring progress against them.

As a company we will:

- ensure that all its employees are aware of the potential environmental effects of their activities and the environmental benefits of improved performance;
- provide access to information on the company's environmental performance;
- comply with all existing regulatory legislation, consents and codes of practice issued at EC, national and local levels and adopt a pro-active approach in responding to future regulatory requirements;
- operate and maintain all plant and equipment to the highest practicable standard according to the principles of BATNEEC (best available techniques not entailing excessive costs), and improve working practices as and when new technology becomes available
- provide appropriate environmental training for all employees and actively promote and encourage the pursuit of environmental excellence in the company and amongst its suppliers and customers;
- carry out regular environmental audits of all company business activities to ensure effective environmental policy implementation and to reduce the risk of operational failure leading to environmental damage;
- deal only with reputable, registered waste carriers consequent upon vetting by the company and whose premises and operations are subject to regular inspection and auditing;
- use local materials/labour/energy to reduce transport;

Communication with Employees

Our Environmental Policy is clearly communicated to all employees – e.g. through notice boards, circulars, posters, email and written notifications to individual employees. It is a Company requirement that all necessary environmental documentation be in place and made available to our employees prior to any works commencing. This will include, as the case may be, the Company Environmental Policy, environmental statement of commitment, a copy of the company waste carrier's license and posters.

In addition we will conduct regular meetings with our employees where we can discuss improvements to our approach to the Environment. In 2008 an improvement was suggested

(Our Vehicle Sharing Scheme) and as the idea was deemed to be viable and proved to be a success the employee was provided with £50 worth of vouchers.

Environmental Awards

We have already made a positive impact and are one of the largest installers of Air Source Heat Pumps in the Country. We won a national award in 2014 at the "Energy Efficiency and Renewable Awards", where we were awarded the "**Energy Efficiency and Renewables Installer of the year**", as well as being highly commended as a "**High Efficiency Boiler Installer**" at the same awards ceremony. We were also awarded 2 national awards in 2012 at the "Energy Efficiency and Renewable Awards" for "**Air Source Installer**" and "**Heat Efficient Installer**". Further we have been highly commended at the H&V News Awards 2014 in the "**Energy Efficient Installer**" category, as well as being awarded the "**Domestic Heating Contractor of the Year**" at the H&V News Awards in 2014 and 2016.

TSG has been awarded the Considerate Contractors award. We won this award this on our boiler and central heating installations contract with Vale of Aylesbury Housing Trust. We were recognised as having continuous commitment to the employment of Local Labour (directly employed) and our reduction of carbon emissions, where we successfully trialled our transport scheme.

"The company has made a considerable effort to improve the carbon footprints of both Vale of Aylesbury and TSG themselves" **Considerate Contractors Scheme 2008.**