

## Edmond Shipway Environmental Policy Statement

### 1.0 Scope

This Environmental Policy Statement:

- Sets out the high level requirements for the environmental framework for the Practice
- Defines the Environmental Policy of the Practice
- Is recommended by the Environmental Management Team and approved by the Partners
- Applies to all Edmond Shipway operations within the United Kingdom
- Applies to all Edmond Shipway operations outside the United Kingdom, unless:
  - Local standards are more rigorous (in which case they will apply), or it would be illegal under local law to apply the standards set out in this Policy Statement. If the local standards are below those set by United Kingdom legislation, the Practice will apply its own standards
  - Adherence to Practice standards, outside the UK, would place Edmond Shipway at a serious competitive disadvantage

Any environmental procedures or processes issued within the Practice are required to be consistent with the high level principles and standards set out in this Policy Statement.

### 2.0 Environmental Policy

Edmond Shipway recognises that as a member of the construction industry, it is responsible for significant harmful environmental effects to both the local and global environments. As a Practice, it takes responsibility for reducing negative impacts that occur as a result of its operation and those impacts associated with its business activities.

The Practice will seek to minimise direct and indirect adverse impacts through good management, aiming for continuous improvement in environmental performance. It is committed to the prevention of environmental pollution, and compliance with the relevant environmental laws in the countries in which it operates, as a minimum standard. Best practice will always be sought where feasible.

The Environmental Policy is focussed on achieving the following objectives, and these will form the basis of Key Performance Indicators (KPI's) to measure the effectiveness of the EMS:

- **Reduction in energy consumption by 10%**
- **Reduction in waste generation from paper consumption by 25%**
- **Reduction in carbon emissions from business related travel by 15%**
- **Segregation of glass, metal and plastics in staff areas**

Edmond Shipway is committed to:

- Understanding and addressing the direct and indirect environmental impacts of our operations
- Measurement of our most significant environmental impacts, setting realistic targets for improvement, and monitoring progress, using formal auditing procedures where appropriate
- Supporting the integration of environmental considerations and objectives into our business decisions
- Preventing pollution to land, air and water

- Identifying and managing environmental risks within our own premises

Moving forward Edmond Shipway will seek to:

- Identify and manage environmental risks on projects our employees are engaged in
- Involve customers, partners, clients, suppliers and subcontractors in the implementation of our environmental objectives
- Promote environmentally responsible purchasing, integrating environmental considerations into our procurement of goods and services
- Provide suitable training to facilitate a culture of change and continual improvement within our employees, ensuring those with specific environmental responsibilities are appropriately equipped to undertake them

In order to achieve these goals, the Practice has identified a number of key objectives, which will be delivered through the formation and implementation environmental strategies. These strategies will identify targets and steps required to meet the following objectives, the resources required and the timeframe for doing so.

### **3.0 Environmental Objectives**

- Maintain a comprehensive Environmental Management System (EMS) throughout the Practice
- Review the direct environmental impacts of our business to identify and, where practicable, measure adverse impacts, setting appropriate environmental improvement targets and monitoring progress
- Use energy efficiently, reducing energy consumption where feasible
- Minimise the volume of paper used by re-using and recycling paper wherever possible
- Reduce carbon emissions through the reduction of fossil fuel consumption, employing efficient and effective use of fossil fuel resources
- Ensure that our colleagues are aware of relevant environmental issues, and of their own roles and responsibilities in delivering the overall programme, providing training for those with particular responsibilities
- Ensure that our key suppliers, partners and contractors are aware of our policy, and that wherever possible, they operate to similar standards, as a minimum
- Continue to provide support for sustainability initiatives that contribute towards the preservation or enhancement of the quality of life in the communities in which we operate
- Review and monitor our environmental programme on an annual basis, including the relevance of the policy and objectives, and identify examples of best practice that may be shared throughout the industry
- Collate and publish relevant information on our environmental performance on an annual basis, in print and web-based formats

### **4.0 Environmental Targets**

The Practice acknowledges the commitment expected of businesses to reduce their carbon dioxide (CO<sub>2</sub>) emissions in support of the UK Government's Climate Change Programme. It recognises too the responsibility placed upon it to reduce the volume of waste sent to landfill as a result of the EU Landfill Directive.

Following establishment of adequate baseline data, the Practice has set appropriate environmental targets for its most significant environmental impacts, with key deliverables to achieve its objectives:

- Practice implementation of Environmental Management System by February 2009
- Energy audit of all offices to be completed by March 2009

- Reduction in current office generated waste paper by 25% by February 2010
- Reduction in energy consumption within offices of 10% by February 2010

### 5.0 Monitoring and Measurement

Wherever it is practical to do so, we monitor our progress using KPI's that relate to some of the Practice's environmental aspects. These will be reviewed and reported quarterly at Partner's Meetings, and updated annually to allow comparisons between offices and analyse year-on-year trends.

The overall review of this policy is the responsibility of the Environmental Management Team and, ultimately, the Environmental Team Manager. This group, in addition to its other duties, monitors the effectiveness of the Environmental Policy, and where necessary issues guidance to the achievement of its objectives.

Monitoring of the environmental objectives against the identified targets will be the responsibility of individual offices, who will nominate a suitably competent person to undertake quarterly reviews. The findings of these reviews will be reported back to senior management at Partners Meetings and corrective actions made where necessary. An annual report will be prepared by each office, identifying progress to date against benchmark targets and overall objectives, with recommendations for action required over the forthcoming 12 months. Nominated individuals will report on:

- **Reduction in energy consumption by 10%**
- **Reduction in waste generation from paper consumption by 25%**
- **Reduction in carbon emissions from business related travel by 15%**
- **Segregation of glass, metal and plastics in staff areas**

Signed by: Gary Carey

Signature:



Date: 22.04.2009