

## 1. ENVIRONMENTAL POLICY

Hydro-Logic Limited are one of the UK's leading independent consultancy firms specialising in the monitoring and management of water resource, wastewater systems and general environmental monitoring. The Company carries out fieldwork in environmentally sensitive areas and also produces environmental monitoring equipment and software from offices in Bromyard, Mortimer (Reading) and Stirling. Hydro-Logic Ltd recognises that its processes and products impact on the environment, and is committed to continual improvement and the prevention of pollution.

Overall Objectives:

- To recognise the need for sustainable development and consider environmental issues in the decision making policy
- To identify, comply or improve upon applicable environmental legislation;
- To satisfy the environmental requirements of clients and other stakeholders, and to communicate environmental requirements and issues with suppliers;
- To protect the environment – particularly with regard to potential sources of pollution in production and fieldwork – by minimising the environmental impact of all business activities;
- To provide and use products and services that minimise environmental impact;
- To identify and utilise energy saving and recycling opportunities;
- To achieve these objectives via a formal environmental management system including a process of continual monitoring and improvement via performance targets, audits and reviews;
- To ensure staff receive suitable training and information to ensure that these objectives are met and to raise general environmental awareness;
- To review and record current environmental issues and targets at Directors Meetings;
- To make the Environmental Policy available to the public, and local community, together with the latest targets and annual Environmental Performance Report via the Web Site
- To develop a relationship with suppliers and contractors to recognise environmental responsibilities and legislation

Although not formally certificated at present, this policy will be implemented within the general framework of BS EN ISO 14001.

Signed:



Position: Managing Director

This document to be reviewed at all board meetings. Date: 21<sup>st</sup> August 2006 Version:1.8

## **2. SPECIFIC POLICIES**

### **2.1 MAINTENANCE OF AN ENVIRONMENTAL REGISTER**

A list of the current legislation that may apply to the business activities of the Company will be maintained from information available on the NetRegs and EnviroWise Web Sites (available at <http://www.environment-agency.gov.uk/netregs/> and <http://www.envirowise.gov.uk> respectively), and from such other sources as are readily available. This register will be reviewed at least twice a year to ensure that it is kept up to date, and the register and activities will be audited regularly.

### **2.2 TRAINING AND COMMUNICATION**

The Company is committed to staff training, and will provide environmental presentations and training as deemed necessary. The needs for such training form a part of project risk assessments and staff reviews. All staff will have access to the Environmental Register. Staff and the public have access to the Environmental Policy and the current Environmental Targets and Report. Internal Environmental Auditors must be fully trained in the process.

### **2.3 USE OF RECYCLABLE MATERIALS**

Whenever possible, the Company and Staff will purchase recyclable materials. Where practical, computer printout paper will be reused either for computer printing or as scrap paper for notes, drafts etc. The Company always recycles its waste paper and cardboard, and staff should make themselves aware of the nearest collection point. Note that confidential paperwork should always be shredded before recycling. Other recyclable materials which staff themselves bring into the offices, such as glass and tin cans, must be taken home and not thrown into the Company waste. Project managers should always look for opportunities of recycling end-of-life containers and other materials, rather than adding them to normal waste.

### **2.4 DISPOSAL OF ENVIRONMENTALLY SENSITIVE MATERIALS**

Final disposal of any environmentally sensitive materials must comply with the appropriate legislation and with any guidance from the regulatory authority. Customers will be provided with brief guidance on these matters where we are asked to supply such materials.

### **2.5 USE OF MATERIALS AND PRODUCTS**

The Company and its Staff will always have regard to the environmental impact of the consumption and disposal of materials, and where possible purchase materials which limit the environmental impact. Design and prototyping should always be carried out with a view to minimising waste and maximising reuse.

### **2.6 REDUCE EMISSIONS TO THE ENVIRONMENT WHENEVER POSSIBLE**

The Company and its Staff will reduce emissions to the environment by giving due consideration to high efficiency fuels, low radiation VDU's and other computer equipment wherever appropriate and practical.

### **2.7 REDUCE ENERGY CONSUMPTION**

The Company and its Staff endeavour to reduce energy consumption on heating and lighting and use of vehicles and equipment whenever possible.

## **2.8 USE OF VEHICLES**

The Company and its Staff will use public transport whenever appropriate so as to limit the consumption of fuels and consequent emissions to the environment. Car sharing should otherwise be considered as the first option and unnecessary repeat journeys should be avoided. Conference calls and web meetings should also be considered as alternatives to multiple car journeys.

## **2.9 WATER USE**

The Company encourages the introduction of water saving and conservation measures. Whenever possible water saving devices will be installed and wastage will be kept to a minimum.

## **2.10 USE AND HANDLING OF CHEMICALS**

The use and handling of toxic substances shall be in accordance with COSHH approved practice. All Staff will be required to take care when it is necessary to handle toxic chemicals for monitoring and analysis purposes, adjacent to water courses or on permeable ground so that no discharges are made to surface or groundwater.

## **2.11 CONTAMINATION**

When undertaking monitoring of public water supply boreholes and other similar installations equipment will be disinfected on completion of the work. When working in polluted rivers and other hazardous environments, Staff are required to take the necessary precautions to protect their own health, and not to take actions that adversely affect the health of others. Due consideration should be given to avoiding any form of contamination, at all times and in all working environments.