



RUNDLE & CO LTD
ENVIRONMENTAL POLICY

Rundles is committed to achieving environmental best practice throughout our business activities wherever possible.

We recognise that the pursuit of economic growth and a healthy environment are closely linked and that ecological protection and sustainable development are collectively the responsibility of government, businesses, individuals and communities. We will conduct our activities in an environmentally responsible manner and not compromise the quality of life for future generations. We appreciate the need for the world to conserve and recycle its resources. We also operate a Fair Trade Policy as part of our commitment to ethical business practices.

General

Rundles will:

- Ensure that our 'Environmental Policy' will receive equal status with our Health and Safety, Equal Opportunities, Recruitment and Training and Quality policies.
- Make adequate resources available to fully implement our Environmental Policy and will monitor and audit all its operations to achieve its objectives.
- Review the policy on an annual basis, amend and update as and when necessary and communicate any changes to all employees.
- Conduct all activities in line with relevant environmental legislation and guidelines.
- We will maintain and comply with our EMAS (Eco – Management and Audit Scheme) and BS ISO EN 14001: 2004 standard.
- Take all reasonable and practical steps to promote safe and healthy working conditions throughout the company from an environmental standpoint.
- Identify procedural economies of scale and implement them at an early stage to avoid duplication of resources and costs.
- Work to minimise the risk of all forms of pollution of water, air and land.
- Make effective use of all raw materials, including food, fuel and other products, to maximise their use, reduce waste and effectively use any by-products.
- Re-use, reduce and recycle packaging, stationery and containers to reduce our dependence on non re-usable products.
- Procure recycled products wherever possible

Objectives

Rundles will:

- Assess the environmental effects of its operations and record all those deemed significant.

Set environmental objectives for its activities and to ensure that they are achieved, set specific targets which will be quantified against a timescale where possible, and which will be reviewed by company management through regular auditing.

Maintain working instructions both for on-going and new activities to show the means of achieving the environmental objectives and targets.

Maintain an environmental manual to:

- Collate the policy objectives and targets
- Describe the responsibilities of key personnel
- Provide a foundation for detailed operational procedures and working instructions

All documents within the environmental manual will be identifiable and referenced, reviewed and updated as necessary, issued to all locations and removed when obsolete. A manager will be appointed to assume responsibility for this function.

- Within the manual, maintain details relating to how Rundle & Co Ltd will react to abnormal conditions, accidents, emergencies etc. and where appropriate include specific plans. These assessments will take into account both normal and abnormal activity of the past, present and future, and will include provision for the effects likely to arise following accidents and emergencies.
- Provide a procedure for the control and receipt from interested parties of communications relating to the company's environmental management.

Personnel

Rundles will:

- State environmental responsibility and authority in job descriptions

Employ individuals who have a sense of care, guardianship and responsibility for the environment.

Educate and train our staff so they are aware of:

- The importance of complying with the Environmental Policy
- The potential effects of their activity
- Their own specific responsibility
- The consequences of non-compliance

Operational Control

Rundles will:

- Identify all functions and activities relevant to the policy and set up controls to ensure that they are carried out in an appropriate manner.

Maintain procedures that will detail how we comply with standards, how these will be monitored and how results shall be recorded.

For each relevant activity:

- State in writing the functions to be checked and the method and document to be used to record the results

Establish criteria for acceptance and action required where not acceptable

In case of non-compliance, have procedures to define the responsibility for investigation and initiation of corrective action by the management. This action will:

- Identify the causes

Plan necessary action

Take preventative measures and devise controls to ensure these are effective

Decide upon and record any necessary changes in procedures

Audit Procedures

Rundles will:

- Conduct internal environment audits, which will seek to measure our performance and ensure that we are meeting our policy objectives and targets.
- Set a timetable of audits that will be agreed by the Board of Directors (frequency of audits to occur bi-annually).
- Designate personnel who are responsible for the audits that have the necessary expertise, are independent of the activity, and supply resources so that they can call upon expert advice/assistance as required.

All audits will be planned, documented and will include:

- Organisational structure
- Administrative and operational procedures
- Operations, processes and work areas
- Documents, reports, records etc

- Environmental performance

Maintain procedures that define the method of conducting, recording and disseminating results of audits.

- Composed audit reports will include comments on:

Conformity or otherwise

Effectiveness of systems

Implementation and effectiveness of corrective action

Summary and recommendations

At appropriate intervals, instruct management to review the results of the audits and the effectiveness of the methods used. The results of such reviews will be recorded.

Environmental Projects

Rundles strives to make practical steps towards improving its Environmental Policy and aims to involve the staff wherever possible. As a result, we have introduced a number of initiatives to encourage staff to participate proactively in our environmental objectives. They are as follows:

- All Enforcement Agents vans are chosen due to fuel efficiency and we are examining the logistics of using LPG and alternative fuels wherever practicable.
- Every year we organise a cycle to work day where people are encouraged to leave their cars at home and cycle into work.
- Wherever possible Rundles staff are encouraged to recycle computer and office equipment – for example all used printer toner cartridges are returned to the manufacturer for recycling.
- We actively seek to procure energy efficient computers, printers, monitors, and fax machines and to this end, we look for the 'EPA Energy Star'. This feature will cut the energy used by such machines by up to 50%. The use of energy efficient products helps to reduce air pollution caused by power generation.