

Document title:

# Environmental & Sustainability Policy

Version control

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This document has been approved & authorised by:

**Name & Position:** Paul Main, Managing Director

**Signed:**



## **Environmental Statement**

The Environmental and Sustainability Statement of Paragon Security Ltd is to ensure (so far as it is reasonably practicable) that its operations will be carried out with a commitment to protecting the environment.

As a business that uses materials and generates waste that could potentially harm the natural environment, we recognise that we have a responsibility to the environment beyond legal and regulatory requirements. As such, we are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage our customers and suppliers to do the same.

Paragon Security Ltd aims to achieve full compliance with all national standards within the UK.

## **Environmental Policy**

Overall, the Managing Director is responsible for ensuring that the Company's Environmental Policy is implemented and is disseminated to all interested parties. All Company employees and subcontractors must adhere to the aims and objectives of the Policy.

- 1 Our stated aims are to:
  - 1.1 Comply with and where possible, exceed all regulatory requirements.
  - 1.2 Continually monitor and work to improve and thereby reduce our environmental impacts.
  - 1.3 Where possible, incorporate environmental factors into business decisions.
  - 1.4 Ensure that where relevant, all employees are trained to have awareness of environmental issues that relate to the Company.

### **1. Paper**

- 1.1. We will seek to minimise the use of paper in our office, using digital means where possible. Printing must be avoided if documents can be sent electronically.
- 1.2. Where printing is needed, we will print double sided as default.
- 1.3. We will recycle paper where possible.
- 1.4. We will seek to buy recycled and recyclable paper products.

### **2. Business Consumables**

Waste products are a necessary by-product of our industry. Waste produced in our business includes; plastic, paper/card, metal, waste electrical and electronic equipment,

- 2.1. We will always endeavour to use and source our products from renewable supplies.

- 2.2. Whenever possible, we will source degradable, environmentally friendly 100% recycled paper towels.
- 2.3. We will re-use or recycle all packaging where possible.
- 2.4. Where possible, we will source second hand furniture, rather than buying new.
- 2.5. We will aim to continuously improve our environmental performance particularly with regard to our choice of the products we use, ensuring wherever possible that their use will not cause harm to the environment.
- 2.6. We will manage waste generated from the business according to the principles of reduction and recycling. All waste will be sent to a local approved recycling centre.

### **3. Energy and Water**

- 3.1. We will seek to reduce the amount of energy used in our offices.
- 3.2. Lighting will be environmentally efficient with the installation of LED motion sensitive lighting.
- 3.3. Air conditioning units will be put on to a timer and checks will be made to ensure they are switched off after each working day.
- 3.4. Where possible, heating levels will be adjusted downwards with energy consumption in mind.
- 3.5. The energy consumption and efficiency of new products will be considered when purchasing.

### **4. Transport**

- 4.1. Driving is a necessary part of our work when we install products. Wherever possible we will drive the most fuel-efficient vehicles between jobs.
- 4.2. Where possible, engineer's will be allocated to jobs based on their geographical proximity to the site.
- 4.3. Where required, local subcontractors will be used for jobs outside our geographical target area to minimise on engineer travel time.
- 4.4. Van sharing between engineers is encouraged on two-person installations.
- 4.5. Emission levels of all vehicles will be assessed and a plan put in place to incrementally swap out any high emission cars with more fuel efficient, environmentally friendly models.
- 4.6. Through employee training on efficient driving we will seek to reduce our fuel consumption.
- 4.7. All company vehicles are regularly serviced to maintain their optimum efficiency.

**5. WEEE (Waste Electronic and Electrical Equipment)**

- 5.1. Where possible, all office IT and redundant electrical equipment will be recycled in accordance with WEEE
- 5.2. Following installations on client's sites, redundant equipment will be removed by the engineer and transported to our site for disposal as per WEEE.

**6. Green Culture**

- 6.1. We will involve our staff in the implementation of this policy in order to achieve greater commitment and improved performance.
- 6.2. All subcontractors will sign our contractor terms and conditions in relation to environment standards, prior to carrying out work.
- 6.3. We will work with our suppliers, contractors or sub-contractors to encourage them to improve their environmental performance.
- 6.4. Where possible, we will use local labour and material suppliers in an attempt to reduce our CO2 footprint.

As we strive for excellence in minimising the environmental impacts of our business operation. As part of this commitment, we will ensure this policy is reviewed and updated as necessary.