

Nationwide Special Interiors t/a NATIONWIDE interiors Environmental Policy

2015-2016

Environmental Policy

While continuing to build our business, 'Nationwide' are committed to compliance with all current and future laws and legislation regarding the environment and meets the requirements of our Customers and stakeholders. Any concerns of our Clients are, at a minimum, considered and where feasible addressed.

Nationwide is committed to developing construction and refurbishment that aid in the prevention of pollution. Construction activities that impact the environment are monitored regularly. Nationwide uses all resources in an efficient manner to reduce waste.

All employees are made aware of this policy and receive training on related procedures. Each employee is expected to put these procedures into practice. Managers are expressly required to set and review objectives and targets regularly. Suppliers to Nationwide are informed of and are expected to follow this environmental policy.

In order to improve its operations and environmental performance consistent with the above principles, Nationwide reviews this policy and related procedures annually.

Nationwide's environmental objectives are to: continually improve our environmental performance reduce our production of waste and pollution comply with all current environmental laws and legislation

Thomas Barnes:

December 2015

Contents

Subject	Page
Environmental Management	4
Environmental Policy Statement	5
Environmental Aspects and Impacts	6
Legal and other Requirements	7
Objectives and Targets	8
Environmental Management Programmes	9
Structure and responsibility	10
Training, Awareness & Competence	11
Communication	12&13
Environmental management system documentation	13&14
Document control	15
Operational control	16
Management review	17
Emergency preparedness and response	18
Monitoring and measurement	19
Non-conformance and Corrective and preventive action	20
Records	21
Legislation	22
Best practice	22

Environmental Management

POLICY:

Nationwide identifies and supports the EMS Management and his or her alternate.

PURPOSE:

The purpose of this policy is to describe the role of the EMS Management.

RESPONSIBILITIES:

As defined in the description

DESCRIPTION:

Nationwide appointed an EMS Management Team for the Environmental Management System. The EMS Management Team has the authority and responsibility to ensure that the Environmental Management System requirements are established, implemented and maintained in accordance with the ISO 14001 Standard and to report on the performance of the Environmental Management System to top management for review and as a basis for improvement of the system. The EMS Management Team is also responsible for ensuring that internal audits of the Environmental Management System are conducted and the results presented to management as a tool to maintain the EMS implementation.

The Management Representative for Nationwide's Environmental Management System is:

Innov8 Safety Solutions
Health Safety & Environmental Advisors
Nationwide Special Interiors

4.2 Environmental Policy-Policy Statement

POLICY:

Nationwide have an Environmental Policy that has been approved by the Directors. All relevant employees of Nationwide receive training on the contents of the Environmental Policy, and it is posted in the office of the Health Safety & Environmental Advisors of Nationwide. Nationwide's Environmental Policy is available for review by any individuals or organizations outside of Nationwide.

PURPOSE:

The purpose of this policy is to define how the Environmental Policy was originally created, and how it is maintained as the root of Nationwide's Environmental Management System.

RESPONSIBILITIES:

Nationwide's Directors are responsible for the content of the Environmental Policy and for ensuring that Nationwide employees receive training on the Environmental Policy. Each Department Manager must ensure that the Environmental Policy is understood and followed by employees in his or her department.

DESCRIPTION:

Nationwide's Environmental Policy was originally defined by the Health, Safety and Environmental Manager. The policy was then reviewed and approved by the entire Management Team, including the Directors. As part of the effort to continually improve the Environmental Management System, the policy will be reviewed annually by the Nationwide Management Team and any changes will be approved by the Directors. The policy has been documented in the EMS Policy Manual. Copies of the Environmental Policy are posted in the office of the Health Safety & Environmental Advisors of Nationwide and the information contained in the policy is also communicated to employees through Employee Meetings and other training. Training of individuals is the responsibility of the Department Managers. The Environmental Policy is made available to the public, as it is posted in the Main Reception. If requested a hard copy of the policy will be handed to the external party requesting the copy by the Health, Safety and Environmental Office with permission from the Directors.

The Environmental Policy is implemented and maintained through Nationwide EMS policies and procedures.

Nationwide's Environmental Policy expects to conform to the requirements of the international standard of ISO 14001. The policy objectives are to continually improve environmental performance, reduce production of waste and pollution, and to comply with all current environmental laws, legislation and other regulations.

4.3.1 Environmental Aspects and Impacts

POLICY:

Nationwide has a process for identifying environmental aspects. The impacts of these aspects are also identified and quantified.

PURPOSE:

The purpose of this policy is to document the process of identifying the environmental aspects that result from Nationwide's operations and production. Environmental impacts of these aspects are considered, and using established criteria, the most significant environmental aspects are determined. The significant aspects are used when setting Nationwide's environmental objectives and targets.

RESPONSIBILITIES:

The EMS Management Team uses established criteria to review and approve environmental aspects suggested by Nationwide employees. Aspects, impacts, and significance criteria are reviewed on a regular basis of not less than once per year to ensure they are still appropriate and comprehensive.

DESCRIPTION:

Any employee at Nationwide can suggest an environmental aspect for review. Environmental aspects may be direct and/or indirect involving either products or processes used or manufactured at Nationwide, or involving products and process' used by Nationwide suppliers. In order to provide assistance in determining environmental aspects, members of the Environmental Management Team attend meetings as appropriate. Any new product, process and/or equipment that is brought into Nationwide, a complete review and risk assessment of that new product, process and/or equipment will be conducted by the Health, Safety and Environmental Advisors. The EMS Management will review and approve suggested aspects and identify impacts. They will also use significance criteria to determine the rating of each aspect. Management can override and/or change suggested aspects depending on legal requirements, costs, technological options, business requirements, etc.

A review of all environmental aspects takes place at least yearly and may happen more frequently when new processor products are introduced at Nationwide. The regular review of the environmental aspects ensures that the aspect list is accurate and up to date. An Environmental Aspects Procedure exists to document the ways that environmental aspects are identified on an ongoing basis.

4.3.2 Legal and Other Requirements

POLICY:

Nationwide identifies and adheres to all environmental requirements, legal and otherwise.

PURPOSE:

The purpose of this policy is to ensure that Nationwide is up to date and in compliance with all current legal requirements and adheres to any other requirements including corporate, industry and community mandates.

RESPONSIBILITIES:

The Health, Safety and Environmental Advisors are responsible for maintaining up-to-date legal information and initiating necessary changes as a result of changing legislation.

DESCRIPTION:

Nationwide keeps copies of relevant legislation on-site and also subscribes to a central database of current legislation. On an annual basis, the Environmental Health & Safety Advisors review the legal documentation to ensure that all documentation is current. Annual inspections and supporting documentation are also conducted. Other environmental requirements including community mandates are the responsibility of the Health, Safety and Environmental Advisors and will be identified and reviewed at least yearly.

4.3.3 Objectives and Targets

POLICY:

After identifying its significant environmental aspects, Nationwide has a process to determine the environmental objectives it will work on. These objectives will have stated targets and will take into consideration Nationwide's financial, operational and business requirements, its technological options and, where practicable, the views of interested parties.

PURPOSE:

The purpose of this policy is to identify how Nationwide establishes objectives and targets.

RESPONSIBILITIES:

Nationwide's EMS Management Team along with the Department Managers are responsible for identifying objectives and setting targets consistent with Nationwide's Environmental Policy. The EMS Management Team regularly reviews the objectives and the progress towards stated targets. Each Department Manager is responsible for documenting objectives within his/her area and for ensuring the participation of the department employees.

DESCRIPTION:

The EMS Management Team and the Department Managers meet on a regular basis, not less than yearly, to review the significant environmental aspects at Nationwide. Based on the significant aspects, environmental objectives are identified. The objectives are in support of Nationwide's Environmental Policy including the commitment to reduce pollution. Targets are set with consideration given to legal and other requirements, Nationwide's technological options, financial, operational and business and requirements, and, where practicable, the views of interested parties. The targets will incorporate, where reasonably practicable, consideration of all manufacturing stages including planning, design, production, and disposal. Each objective has a Department Manager as its champion. The Department Manager is responsible for documenting all activities related to the objective in the form of Environmental Management Programs. Each Department Manager is responsible for ensuring that affected employees within his or her department have the training and tools they require to meet the targets. The Department Manager will make all information regarding objectives and targets available to the EMS Management Team when required.

4.3.4 Environmental Management Programmes

POLICY:

Nationwide has established Environmental Programmes which provide documentation of objectives and targets that are set by the EMS Management Team and the Department Managers.

PURPOSE:

The purpose for this policy is to identify the function of Nationwide's Environmental Management Programs.

RESPONSIBILITIES:

Each Department Manager is responsible for implementing Environmental Management Programs within his or her department. This includes but is not limited to setting time frames, milestones, schedules, and indicators of performance. Environmental Management Programs are reviewed annually by the EMS Management Team.

DESCRIPTION:

After identifying Nationwide's environmental objectives, Environmental Management Programs are put in place to outline all responsibilities, schedules and resources needed to achieve the targets. Targets are set with consideration given to legal and other requirements, Nationwide's technological options, financial, operational and business and requirements, and, where practicable, the views of interested parties. The targets will incorporate consideration of all manufacturing stages including planning, design, production, and disposal. Each Environmental Management Program will have a Department Manager as the champion. The Department Manager is responsible for documenting all activities related to the objective. The Department Manager is also responsible for ensuring that affected employees within his or her department have the training and tools they require to meet the targets. The Department Manager will make all information regarding objectives and targets available to the EMS Management Team when required.

New products, activities or processes at Nationwide are reviewed by the Management Team. If new environmental aspects are identified, they are examined using Nationwide's significance criteria to determine whether they will be added to the list of significant aspects and subsequently have an Environmental Management Program developed. Environmental Management Programs are reviewed and the progress towards the targets is reported regularly. On a yearly basis, all Environmental Management Programs are reviewed by the affected Department Managers, the EMS Management Team and the Directors. Revisions to the Environmental Management Programs, including but not limited to adjustment of performance indicators and schedules, may be made at this time.

4.4.1 Structure and Responsibility

POLICY:

Nationwide has established a structure for its Environmental Management System. The Directors have identified and assigned responsibilities.

PURPOSE:

The purpose of this policy is to designate responsibility for implementation and operation of the EMS and to establish a structure for the EMS that includes a Management Team responsible for reporting on the status of the Environmental Management System (EMS) to top management

RESPONSIBILITIES:

The Health Safety and Environmental Advisors has been appointed the EMS Manager and as such is responsible for reporting to the Directors on the status of the EMS for the purposes of review and as a basis for continually improving the Environmental Management System. The EMS Manager has the authority and responsibility to ensure that the Environmental Management System requirements are established, implemented and maintained in accordance with the ISO 14001 Standard. The Directors have assigned various Department Managers responsibility for implementing specific elements of the EMS. The Management has appointed an Environmental Director responsible for overall implementation of the EMS.

DESCRIPTION:

Job descriptions for Nationwide employees with roles related to the EMS will include EMS specific responsibilities and authorities. All Nationwide employees are expected to comply with the Environmental Policy and all EMS Procedures

4.4.2 Training, Awareness, and Competence

POLICY:

Nationwide identifies the training needs for all of its employees with respect to environmental issues. Nationwide has documented methods for communicating the Environmental Policy and any other environmental requirements to all its employees. Nationwide ensures that employees whose work has a significant impact on environmental aspects shall be competent to perform any tasks assigned.

PURPOSE:

The purpose of this policy is to identify training needs for Nationwide's employees, specifically those whose work activities may create a significant impact upon the environment. Nationwide will ensure that employees have the appropriate education, training or experience, and will communicate Nationwide's significant environmental aspects to all employees. Nationwide will also communicate the importance of conformance to the Environmental Policy and Environmental Management System (EMS) procedures as well as the potential consequences of deviation from EMS procedures.

RESPONSIBILITIES:

The Environmental Management Team and Departmental Managers are responsible for identifying the training needs of employees with respect to the EMS. Functions that cause a significant impact upon the environment will be identified.

DESCRIPTION:

Employees at each affected function are made aware of:

- 1) the importance of conformance with the environmental policy and procedures and with the requirements of the EMS
- 2) the significant environmental impacts, actual or potential, of their work activities and the environmental benefits of improved personal performance
- 3) their roles and responsibilities in achieving conformance with the environmental policy and procedures and with the requirements of the EMS, including emergency preparedness and response requirements
- 4) The benefits of following and complying with the requirements of the EMS system
- 5) The potential consequences of departure from specified operating procedures.

Nationwide will ensure that personnel performing tasks which result in significant environmental impacts shall be competent on the basis of appropriate education, training, and/or experience. Training requirements will be reviewed at least annually as part of the employees performance review. Training requirements may also be updated when changes are made to products or activities they are involved with. Records of qualification and training are maintained in the Employee Training Records Database.

4.4.3 Communication

POLICY:

Nationwide has documented methods for communicating to and with personnel at Nationwide, and individuals or organizations outside of Nationwide, on matters relating to the Environmental Management System. Nationwide has the Environmental Policy posted in the office of the Group Health Safety and Environmental Advisors and the Main Reception. Nationwide also makes the Environmental Policy available to any interested external party.

PURPOSE:

The purpose of this policy is to establish procedures for internal and external communication of environmental concerns and issues at Nationwide. Internal communication includes the means by which employee concerns are submitted to and responded to by the appropriate person. External communication includes receiving and responding to government, suppliers, customers and media requests for information.

RESPONSIBILITIES:

The company's Health, Safety and Environmental Advisors are responsible for developing and maintaining a comprehensive communication procedure at Nationwide. All Department Managers are responsible for following and enforcing communication procedures with their employees. The Management and/or Directors are responsible for all communication with individuals or organizations outside of Nationwide.

DESCRIPTION:

Nationwide's Environmental Policy is located in the EMS Policy Manual and is posted in the Office of the company's Health Safety and Environmental Manager and in the Main Reception. The Directors ensure Nationwide's Environmental Policy Statement is understood, implemented, and maintained throughout all levels of the company.

Department Managers or their delegates are responsible for communicating with their employees any job specific information relating to the environment, including but not limited to job/task related environmental aspects and impacts.

Nationwide's Open Door Policy extends to issues relating to the environment. Nationwide employees can follow the established chains of communication, whether that is talking to their supervisor, the Group Health Safety and Environmental Advisors or a Department Manager and

the Directors about environmental issues. All concerns will be responded to in a timely manner (i.e. days not weeks).

Communication on environmental issues with individuals or organizations outside of will be Nationwide the responsibility of the EMS Management Team and/or the Directors. Nationwide's Environmental Policy is available to the general public upon request.

All communication relating to the EMS, internal or external, must be recorded in the EMS Communication Log.

4.4.4 Environmental Management System Documentation

POLICY:

Nationwide has established a structure for its EMS documentation. This documentation consists of linked policies, procedures, work instructions and environmental records.

PURPOSE:

The purpose of this policy is to describe the EMS documentation structure. The structure includes the EMS Policy Manual which has links to associated Environmental Management System (EMS).

RESPONSIBILITIES:

Nationwide's Directors, with input from the Environmental Management Team, is responsible for the content of the EMS Policy Manual and ensuring that all information is current. Environmentally specific procedures are the responsibility of the Group Health Safety and Environmental Advisors. Procedures established by other Departments are the responsibility of the originating Department with input where required from the Environmental Management Team.

DESCRIPTION:

The EMS Policy Manual documents Nationwide's Environmental Policies as they relate to the ISO 14001 standard. Each element of the ISO 14001 standard has a corresponding policy statement in the EMS Policy Manual. Each policy statement contains a dynamic document link to either a procedure, a policy document, or both. These links are found in the "Reference Documentation" section of each statement. Policy statements are developed by the Environmental Management Team and are reviewed and approved by Nationwide's Department Managers as well as the Directors. The Directors are ultimately responsible for the content of the EMS Policy Manual.

EMS Procedures contain dynamic document links to work instructions as appropriate. A minimum of five Managers review and approve each Nationwide Procedure. Content of environmentally specific procedures is the responsibility of the Group Health Safety and Environmental Advisors. Content of procedures is the responsibility of the originating Department with input where required from the Environmental Management Team. It is the responsibility of those Managers listed in the Responsibility Matrix on each Procedure to ensure that the procedure is accurate, has been implemented, and is effective in practice.

The EMS Policy Manual is available to all Nationwide employees with computer access. Two hard copies of the Policy Manual are kept, one with the EMS Management Team, the second with the Group Health Safety and Environmental Advisors. Other environmental procedures, work instructions and forms control documents are also available from these two sources.

Other environmental documentation is available from the same two sources.

4.4.5 Document Control

POLICY:

Nationwide has established a procedure for controlling environmental documents. Nationwide ensures that the most recent revision of all documents are available to its employees. All obsolete documents are removed from use in a timely manner.

PURPOSE:

The purpose of this policy is to establish a system for controlling all Environmental Management System (EMS) related documents in support of implementation and maintenance of the EMS.

RESPONSIBILITIES:

Nationwide's Health Safety and Environmental Advisors is responsible for ensuring that an EMS document control system is established and maintained

DESCRIPTION:

Nationwide uses the document control system already in place for the Quality System (QS 9000) to provide document control for the EMS.

Documents are reviewed and approved by those responsible for the content and/or the implementation. All documentation is on a yearly review schedule. Documentation may also be reviewed and changed at any time when warranted due to process/program change.

The Released Document is available to Nationwide employees. When documents receive final approval, a copy is automatically placed in the System. This replaces any previously approved document. This system ensures that the most current version of a document is available. Hard copies of documentation are time stamped when printed, and are not considered valid except on the day printed.

Obsolete documents are automatically removed when a new version receives final approval. If hard copies of a document are retained, this information is noted on the document. When a new revision receives approval any existing hard copies are promptly removed from all points of issue and points of use, or otherwise assured against unintended use. When obsolete documents are retained for legal and/or knowledge preservation purposes they are identified by an OBSOLETE stamp.

Documentation is legible, includes the revision level and date and is readily identifiable as a Nationwide controlled document. Policies, procedures, work instructions and other Nationwide created documents are maintained on File. Externally generated documents, like standards, are recorded either on the Record Master List, or in associated ISO 14000 files like the EMS Legal Register.

4.4.6 Operational Control

POLICY:

Nationwide identifies operations and activities that are associated with its significant environmental impacts. These operations and activities are planned to ensure that they are carried out under controlled conditions.

PURPOSE:

The purpose of this policy is to identify operations that can have significant environmental impacts and plan activities that ensure operations conform to the EMS as outlined by our policy, objectives and targets.

RESPONSIBILITIES:

The Departmental/Contract Manager and the Site Manager are responsible for identification of operations that have a significant environmental impact and identifying those operations of Nationwide that have environmental implication.

DESCRIPTION:

Significant environmental aspects are identified in the EMS Aspects Register by the EMS Management TEAM. The activity involved, the department affected, details of the aspect and any associated impacts are all noted on the Register. Nationwide plans its operations and activities, including maintenance, to ensure that they are carried out under specific conditions by:

- 1) establishing and maintaining documented procedures and/or work instructions to cover situations where their absence could lead to deviations from the environmental policy and the objectives and targets
- 2) stipulating operating criteria in the procedures and/or work instructions
- 3) establishing and maintaining procedures and/or work instructions related to the significant environmental aspects of operations and services used by the Company
- 4) communicating relevant procedures and requirements to suppliers and contractors.

4.6.0 Management Review

POLICY:

Nationwide's Management Team has yearly reviews of the Environmental Management System incorporated into the Business Plan planning process.

PURPOSE:

The EMS Management Review is a mechanism for assessing the general effectiveness of the Environmental Management System (EMS). Recommendations result from this review in order to ensure continual improvement of the EMS.

RESPONSIBILITIES:

Nationwide's Directors are responsible for including a complete EMS review as part of the annual Business Plan planning meeting. The EMS Management Team is responsible for collecting all information required to perform a thorough review of the Environmental Management System. Department Managers are responsible for providing the EMS Management Team with EMS documentation for areas they control.

DESCRIPTION:

Once a year the Management Team meets to discuss updates and amendments to Nationwide's Business Plans. The EMS Management Team is responsible for collecting all pertinent information prior to the meeting. Required information includes but is not limited to: results form EMS Internal Audits, progress towards Environmental Targets, updates to legal or other requirements, reports on EMS non-conformances and reports on the monitoring of key environmental characteristics. During the review the Environmental Management Team addresses conformance of the EMS to the Nationwide Environmental Policy, and changing operational circumstances that may affect the EMS. The review includes a documented agenda, documented meeting minutes and documented action plan(s) for the EMS. Action plans will monitored and final resolution ensured by the EMS Management Team.

4.4.7 Emergency Preparedness and Response

POLICY:

Nationwide is establishing an Emergency Preparedness and Response program..

PURPOSE:

The purpose of this policy is to have procedures in place to identify potential accidents, to outline Nationwide's response to accidents and emergency situations, and to prevent or mitigate the environmental impacts caused by those situations.

RESPONSIBILITIES:

The Contracts Manager, Site Manager and Group Health Safety and Environmental Advisors are responsible for ensuring that an Emergency Response Plan (ERP) is in place and documented in the Environmental Management System (EMS).

DESCRIPTION:

Nationwide has a procedure for identifying potential accident and emergency situations, and for preventing and mitigating the associated environmental impacts. One way, which Nationwide identifies emergency situations is by reviewing the aspects list. Training on ERP procedures will include awareness of environmental impacts resulting from accidents and emergency situations. Documentation that exists in ISO 14000 is set up to be reviewed on a yearly basis. Associated procedures will be reviewed following the occurrence of environmental accidents or emergency situations.

4.5.1 Monitoring and Measurement

POLICY:

Nationwide monitors and measures activities relating to the environment. These activities may be related to both legal requirements and to Environmental Management Programs in place at Nationwide.

PURPOSE:

The purpose of this policy is to establish procedures that effectively monitor and measure the key characteristics of Nationwide's operations and activities that can have a significant impact on the environment. This includes the Environmental Management Programs that enable achievement of Nationwide's objectives and targets.

RESPONSIBILITIES:

The Health Safety & Environmental Advisors and the Management Team are responsible for ensuring that established procedures effectively monitor and measure the key characteristics that have a significant impact on the environment.

DESCRIPTION:

Nationwide has established and maintained procedures to monitor and measure, on a regular basis, the key characteristics of our operations and activities that can have a significant impact on the environment. This includes the recording of information to track performance, relevant operational controls and conformance with Nationwide's environmental objectives and targets.. At intervals specified by the Enforcing Agencies involved, Nationwide evaluates its compliance to relevant environmental legislation and regulations.

4.5.2 Non-conformance and Corrective and Preventative Action

POLICY:

Nationwide identifies and defines the responsibility and authority for dealing with environmental non-conformances. Corrective and preventive actions will be initiated and completed where required to eliminate causes of actual or potential non-conformances.

PURPOSE:

The purpose of this policy is to ensure that environmental non-conformances are identified and investigated, that corrective and preventative actions are initiated and completed, and actions are taken to mitigate any impacts caused.

RESPONSIBILITIES:

The Environmental Management Team is responsible for ensuring that non-conformances are investigated, corrective and preventative actions are initiated and completed, and actions are taken to mitigate any impacts caused.

DESCRIPTION:

The Environmental Management Team is responsible for handling and investigating environmental non-conformance. When a non-conformance is found, action is taken to mitigate any impacts caused. Based on the severity of the non-conformance, Corrective or Preventive Action Reports may be initiated. Corrective or preventative actions are taken to eliminate the causes of actual and potential non-conformances. Any action taken will be commensurate with the environmental impact encountered. Our Forms have a section for identifying required document changes. All document changes, as well as long term and short term solutions, must be reviewed and verified for effectiveness in order for it to be approved.

4.5.3 Records

POLICY:

Nationwide controls its records via established methods of maintenance and disposal.

PURPOSE:

The purpose of this policy is to ensure that environmental records are properly maintained and disposed of according to established record retention times and are stored so that they are readily retrievable and protected against damage and loss.

RESPONSIBILITIES:

Nationwide's Environmental Management Team is responsible for ensuring that environmental records are maintained in accordance with the requirements of the ISO 14001 Standard and disposed of in an approved manner.

DESCRIPTION:

EMS records include but are not limited to:

- a) information on applicable laws and legislation
- b) complaint and other communication records
- c) training records
- d) process and/or product information
- e) contractor and supplier information
- f) emergency, accident and safety drill reports
- g) significant environmental aspect/impact information
- h) internal and other audit results
- i) management reviews monthly and yearly.

Record retention periods are chosen by the departments or individuals responsible for the document using, as a minimum, any governmental or customer requirements. Records may have a Short Term Retention Period, a Long Term Retention Period, or both. Most environmental records will be destroyed at some point, however, financial, personnel, or regulatory records may need to be retained indefinitely or permanently. All record retention times are established and recorded on the Record Master List, or in the text of Form Control Documents (FCD) in System 9000. Records may be either hard copies or online and in either case the manner and location of storage is clearly indicated. Records are destroyed either by shredding (confidential/company sensitive material), recycling (non-sensitive material), or erasing (electronic media).

Environmental File

List of relevant legislation

- The Environmental Protection Act 1990
- Pollution Prevention Control Act 1999
- Environmental (Duty of Care) Regulations 1991
- Hazardous Waste Regulations 2005
- List of Waste Regulations 2005
- Carbon Reduction Commitment 2009
- Environmental Permitting Regulations 2010
- The Waste Electrical and Electronic Equipment (WEEE) Regulations 2013

Best Practice guidance

- ISO14001, Environmental Management Systems 2004
- ISO 5000, Energy Management System 2011
- BS 8555 Environmental Management Work Book
- BRE Environmental Assessment BREEAM
- WRAP Procurement Requirements for reducing waste using resources <u>www.WRAP.org.uk/procurement</u>
- Carbon Efficiency Plan guidance www.WRAP.org.uk/carbonefficientprocurement
- Water Efficiency Plan guidance www.WRAP.org.uk/waterefficientprocurement
- Considerate Contractors Requirements.