



IAM RoadSmart

Environmental Policy

Version	V 4
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Authoriser	Pat Doughty
Owner /department	Facilities
Document classification	Unrestricted
Document Status	Released

History and revisions

Version	Created by	Document Classification	Revision History	Date Published
Issue 1	David Batten			12/01/2012
Issue 2	David Batten			05/04/2014
V 3.00	David Batten	Unrestricted	New format/update	07/03/2015
V3.01	David Batten	Unrestricted	New branding, reference to EDT and new sponsoring director	10/06/2016
V4	Kevin van Balen	Unrestricted	Merging of the environmental and sustainable policy and various minor changes	23/04/2018

Authorisation

Version	Authorised by	Department	Date
V1.00	Neil Hawley	Sales	12/01/2012
V2.00	Neil Hawley	Sales	05/04/2014
V3.00	Neil Hawley	Sales	07/03/2015
V3.01	Nick Stonard	Finance & Business Support	10/06/2016
V4	Pat Doughty	Operations	25/05/2018

IAM RoadSmart Environmental Policy

1. POLICY AIMS

The aims of this policy are:

- a) To set objectives and targets and review all elements on an ongoing and annual basis, with reference to our environmental management system
- b) To reduce, reuse, or recycle, in line with the waste hierarchy.
- c) To comply with legislation and other regulatory and legal requirements.
- d) To reduce the environmental impacts of our activities and to encourage our clients, customers and partners to do the same.
- e) To promote sustainable issues.
- f) To comply with the requirements of ISO 14001.

2. RESPONSIBILITIES

Members of IAM RoadSmart's Executive Director Team are ultimately responsible for the promotion of this policy, but they may delegate this task to the Environmental Management Team and other members of staff, although they remain responsible.

3. POLICY STATEMENT

IAM RoadSmart recognises its duty of care in terms of environmental issues that are associated with its own activities and its relationships with customers and suppliers. IAM RoadSmart will actively pursue the implementation of its environmental policy, set objectives and targets and review all elements of the system on an ongoing and annual basis, with reference to our environmental management system and that this shall be documented.

IAM RoadSmart will endeavour to comply with all relevant environmental legislation, regulations and is committed to continual improvement and to reduce the overall environmental impact. We are also committed to encourage staff, customers and clients to be more environmentally aware and competent and will provide training to this end, as appropriate.

Furthermore, IAM RoadSmart will strive to minimize the impact generated by transportation related activities as created by IAM RoadSmart staff.

4. WASTE SOLUTIONS

IAM RoadSmart applies the principles of the waste hierarchy: Reduce, reuse, or recycle.

- 1. Reduce paper consumption by printing double-sided where possible, and reuse paper printed only on one side (unless it risks confidentiality).
- 2. Reuse and recycle incoming packaging where possible
- 3. Safely store and dispose of all waste including light bulbs and batteries
- 4. Use glasses, mugs and plates as opposed to disposable alternatives
- 5. Use IT and other solutions for meetings and presentations (projector, whiteboard, etc.)
- 6. Promote electronic mail and use Video and teleconferencing where practicable

5. ENERGY SOLUTIONS

Reduce energy consumption by practicing simple energy efficiency measures such as utilising energy management software on IT equipment, turning off lights and equipment when not in use and setting heating and cooling system thermostats to a moderate rather than extreme temperature.

6. TRANSPORT SOLUTIONS

Below are various bullet points summarizing items IAM RoadSmart will endeavour to consider with regards to overall transport solutions.

1. Take action to reduce emissions of CO2 and other gases which could affect climate change
2. To consider sustainable forms of transport in financial proposals, where appropriate, rather than the least cost option being the default choice
3. Avoid physically travelling to meetings etc. where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners
4. Consider using public transport to attend meetings, site visits etc., except where this option is impractical and/or cost prohibitive
5. Where applicable, consider reducing the need for our staff to travel by supporting alternative working arrangements, including home working etc., and promote the use of public transport
6. Monitor how efficiently fleet vehicles are being used (if applicable)
7. Encourage staff to car share for commuting and travelling to and from their workplace

7. PURCHASING OF EQUIPMENT AND CONSUMPTION OF RESOURCES

IAM RoadSmart operates from a serviced office which limits the possibilities of direct influence over factors relating to building utilities and the overall integrated building systems.

We will endeavour to;

1. Minimise our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste
2. Monitor and endeavour to reduce the quantity of electricity and gas we use, on an on-going basis.
3. Arrange for the reuse, or recycling of office waste, including paper, bottles, computer supplies and redundant equipment
4. Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping
5. Monitor use of metered water (if applicable) and invest in a programme of water-saving measures, where appropriate
6. Liaise with contractors to minimise on-site waste and reduce the impact of this on the environment
7. Ensure that timber furniture, and any other timber products, are recycled and source new from well-managed, sustainable sources, if appropriate
8. Consider the likely life of products and invest in more durable quality products that offer better long-term value

8. CUSTOMERS AND SUPPLIERS

IAM RoadSmart will, with due consideration to the needs of customers and suppliers, ensure that environmental considerations are integrated into the services that we provide and we will promote understanding and participation in environmental issues, particularly through training and guidance.

By this policy, IAM RoadSmart issues a statement of commitment for both management and employees, to minimise the environmental impact of its operations.

9. WORKING PRACTICES

Encourage employees and contractors to take account of sustainability issues when representing the IAM RoadSmart.

This policy will be reviewed and updated annually by the IAM RoadSmart's Environmental Management Team and an Action Plan will be implemented on consultation with staff where applicable.

Mike Quinton

IAM RoadSmart's Chief Executive