

ENVIRONMENTAL POLICY STATEMENT

Unclassified



1. INTRODUCTION & SCOPE

The objective of this document is to provide an overview of our current Environmental Procedures which are designed to prevent pollution of our environment and ensure that all practices undertaken by or those working for SBL are environmentally friendly.

2. RESPONSIBILITIES

Our CEO, Mr. D Hoban, is the Management Appointee responsible for all Environmental issues, ensuring that suitable / sufficient resources are available to continually improve the Environmental aspects of our management system and that regular reviews at Board and Management level are undertaken to ensure all employees are fully aware of and accept their responsibilities under Environmental and incidents are fully investigated.

Management and supervisory staff have responsibilities for the implementation of this policy and must ensure that environmental issues are given adequate consideration in the planning and day-to-day supervision of all work.

The design phase of new or modified processes ensures that the potential for accidents and environmental issues are identified and either “designed out” or suitable controls “designed in” to reduce the possibility for accidents and environmental issues to a minimum.

On a day to day basis the C.E.O. has delegated responsibilities to the IMS Manager who provides monthly reports on the current status of the Environmental Aspects of our Managements System to the CEO and The Board

3. OBJECTIVES

For the benefit of our employees, customers and local community **SBL** are committed to the implementation and continual improvement of environmentally responsible practices throughout their operations by:-

- Ensuring all our employees are aware of our environmental aspects, impacts, comply with this policy and associated controls
- Complying with and, where appropriate, exceeding the requirements of ISO 14001 and all applicable UK legislative requirements.
- Regularly review our environmental aspects, impacts and processes to ensure they prevent or reduce the impact of pollution to a manageable level.
- SBL have a Waste management program designed to ensure as much of our waste as is reasonably practicable is reused or recycled. - See our Environmental Policy 40A000 for details
- Where reasonably practicable continually improve our environmental impacts
- Ensure effective emergency plans, incident control, investigation and reporting are in place.
- Market products and services which are safe to use, fit for purpose, make efficient use of resources and can be recycled or disposed of safely.
- Ensuring our supply base is aware of our environmental requirements and work with us to meet our objectives.
- Improving the local community by monitoring and controlling the effect our activities have on the local environment.
- Making this policy available to our employees, customers, visitors and supply base.

4. WASTE

SBL have a Waste management program designed to ensure as much of our waste as is reasonably practicable is reused or recycled. - See our Pollution & Waste Management Policy 41A000 for details.

ENVIRONMENTAL POLICY STATEMENT

Unclassified



5. TRAINING

To ensure our employees are competent, have the knowledge and experience to successfully carry out their allocated duties all employees receive initial Induction, on-going training and regular updates which ensures they are aware:-

- of this policy
- their responsibilities under, Environmental Law, ISO 14001 and company regulations
- risks associated with their individual duties and applicable controls
- employees with specific Environmental duties, or those whose duties may involve Environmental risks are provided with additional and refresher training in the controls to mitigate those risks.

6. CONSULTATION

SBL have an Environmental Committee made up of volunteers from the workforce. This committee is chaired by the IMS Mgr. and in his absence the HR Mgr.

Any employee can bring to the attention of their line manager or any committee member any Environmental issue. All such issues are formally recorded, appropriate action taken and the originator notified of the outcome. A copy of all minutes is sent to the C.E.O.

Where considered necessary SBL would employ the services of outside agencies to advise on Environmental issues.

7. ACCIDENTS & EMERGENCIES

As a result of regular reviews of our environmental aspects, including potential accidents and emergencies SBL have implemented and maintain procedures to address these issues.

8. LONE & OFF SITE WORKING

Under normal conditions SBL do not permit any employee to work alone. Procedures are in place which ensures the safety of the individual employees should Lone or Off Site working be authorised by assessing the hazards, identifying and implementing suitable controls including access to assistance if required.

9. YOUNG WORKERS, EXPECTANT & NURSING MOTHERS

Procedures ensure suitable Risk Assessments and where applicable action taken which ensures Young Workers, Expectant and Nursing Mothers are not subject to work activities or conditions which could be harmful to them.

10. VISITORS TO SBL SITE

Employees arranging for someone to visit SBL premises must determine if their visitor has any needs which would not normally be required by a visitor and where such needs are identified they are made known to all interested parties. All visitors are required to report to Reception where they are logged in, made aware this policy before being handed over to their host who is responsible for their conduct during their visit.

Contractors and suppliers providing a service within SBL premises or for SBL are subject to this policy and must provide us with all necessary environmental information relative to the task(s) they are undertaking.

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Unclassified



11. RISK ASSESSMENTS, AUDIT & REVIEW

Prior to the introduction of a new or modified process a Risk Assessment is carried out to ensure all potential Environmental risks have been considered and preventative action, to eliminate or reduce such risks to a manageable level, have been introduced.

Regular Risk Assessments, Work Place Inspections and Audits identify potential for accidents, Environmental issues and compliance with the relevant regulations and adopted standards. As a result of regular reviews suitable corrective action is identified, agreed, implemented and monitored for effectiveness.

In the event of an Environmental issue occurring it is investigated, suitable corrective action put in place to correct the immediate issue and reviewed to determine the cause and the applicable risk assessments reviewed for suitability which are revised if necessary.

12. AUTHORISATION, REVIEW & AVAILABILITY

This policy is approved by all of SBL directors and authorised for use by the CEO. As part of our continual improvement programme it is updated whenever changes in our policy occur, is formally reviewed by the undersigned at least once every 12 months to ensure it remains current and is freely available to employees, customers, suppliers and all other interested parties via our web site, Reception or by asking any of our employees.

Authorised for use by Dennis Hoban, Chief Executive Officer – 02/10/2012

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13. Appendix 1 - Certificate of Acceptance of the SBL Environmental Policy

This is to certify that I, have read and understood the SBL Environment Policy 40A000 - 1.13 - 25/09/2012 and further that I agree to comply in full with of the requirements, terms and conditions of this policy.

A failure to comply with the requirements of this policy can lead to internal disciplinary and possibly legal action(s).

If I am not directly employed by SBL I understand that breach of the SBL policy may give rise to the termination of contract, sub contract or legal action.

Acceptance of SBL Environmental Policy 40A000 - 1.13 - 25/09/2012

Signature

Name (Print)

Organisation

Date

On completion this page is forwarded to:-

For Employees HR to retain in the employees personnel file

For Contractors Purchasing for retention with their contract details

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Unclassified



18. APPENDIX 1 - CERTIFICATE OF ACCEPTANCE OF THE SBL ENVIRONMENTAL POLICY

Effective management, supervision and regular auditing ensure compliance with agreed policies and with environmental legislation, applicable to our operations. Where necessary action is agreed / implemented to prevent reoccurrence.

SBL maintains a system of practices which have been certified and are regularly assessed to ISO9001 (Quality), ISO 14001 (Health & Safety), ISO 27001 (Security Information) and ISO 14001 (Environmental Management) as a single fully integrated Management System.

This document may be freely distributed to employees, Customers, Suppliers and the local community.

D Hoban Chief Executive Officer SBL

Dated