

## ENVIRONMENTAL POLICY

### General Statement

The management and all who work at IntaPeople are committed to the care of the environment and the prevention of pollution. They are also aware that they have a legal and moral duty to ensure that they conduct their business with energy efficiency in mind. IntaPeople seeks to minimise waste arisings, promote recycling, reduce energy consumption and, where possible, to work with suppliers who themselves have sound environmental policies. In order to ensure the achievement of the above commitments, IntaPeople has implemented an environmental management system which satisfies the requirements of BS EN ISO 14001:2004

### Objectives

The company has set out the following objectives for the promotion and implementation of the Environment Policy.

- to progressively reduce waste (particularly paper waste) and to encourage re-use, repair and recycling of materials where possible
- to dispose of waste in a safe and responsible way
- to procure materials and equipment that are environmentally friendly and more energy efficient than those they replace
- to ensure energy is used efficiently and where possible reduce power and fuel consumption
- to use water efficiently and with care
- to utilise public transport wherever practical
- to encourage the sharing of transport where possible
- to establish and monitor our targets for environmental protection
- to continually improve our environmental performance

### Employer Responsibilities

- To publicise and promote awareness of the principles of environment protection and the objectives/targets of this policy, throughout the company.
- To encourage waste reduction and recycling
- To implement processes and controls to minimise environmental problems
- Provide training and support to staff and ensure that all staff are committed to the policy and its objectives

### Employee Responsibilities

- To ensure that they are fully aware of their individual responsibilities for acting in accordance with this policy

### Training

In order to implement and enforce this policy, IntaPeople requires and will ensure that staff are suitably trained, supervised and supported in their commitment to achieve this policy's objectives. This policy and the obligations and responsibilities required by the environmental management system have been communicated to all employees and persons working on behalf of the organization.

### Monitoring and Review

An essential feature of the environmental management system is a commitment to improving environmental performance. If the Environment Policy is not properly implemented and regularly monitored and reviewed, it will be rendered ineffective. The company's directors will have lead responsibility in respect of this Policy and will report progress as to how the company is performing. This can be achieved by

- Establishing a timetable for management review meetings, to monitor review progress and set targets for improving the company's environmental performance.
- Ensuring that all the improvement tasks are reviewed regularly and relevant action is taken where necessary
- Help is given to resolve any problems that are being encountered in achieving any improvement.

### Legislation

The company ensures that all its activities are carried out in conformance with the relevant environmental legislations. This policy is available to the public on request.

Signed .....

Printed name ..... Position .....

Date ..... Date of next review.....