



## **Sustainability Policy**

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## 1.0 Document Revisions & Reviews

| Date      | Revision/Review   | Issue No. |
|-----------|---|-----------|
| Sept 2017 | Added to the 3.00 principles section. Re. Appointment of Suppliers & Subcontractors | 1         |
| Sept 2017 | Included reference to the Company Handbook with regards to printing emails.         | 1         |
| Sept 2018 | Reviewed and amended Firelines procedures for disposing of foam extinguishers       | 1         |
|           |   |           |

## **2.0 Overview**

Fireline Ltd. is committed to promoting sustainability.

Consideration of the importance of environmental sustainability and a commitment to a benefit to the local and wider community. Fireline Ltd. is committed to strive to achieve and promote good environmental and social practice to reduce environmental impacts of all our activities and to help our customers, suppliers and staff to do the same.

Sustainability is important in Dorset and its surrounding areas because we are part of the Jurassic coast. This feature attracts a booming tourism trade of which we must do our utmost to protect and ensuring the long-term profitability and competitiveness of our local businesses.

### 3.0 Principles

Our sustainability is based on the following principles:

- Produce and make publicly available our Environmental Policy to reduce the effect Fireline's business activities may have on the environment.
- Minimise waste and consumables that comply with the Government Buying Standards.  
Taking into consideration but not limited to:
  - Energy in use
  - Water in use
  - End of life costs:
    - Reparability
    - Upgradeability
    - Recyclability
    - Hazardous of materials used
  - Resource efficiency – quantities of scarce materials used and recycled content
- To comply with and exceed where practical, all applicable legislation, regulations and codes of practise.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Sustainability Policy and encourage them to adopt sound sustainable management practices.
- Offer our employees clear and fair terms of employment and provide resources to enable their continual development
- Provide relevant and practical information, instruction and training to employees who may impact the environment.
- Strive to prevent pollution and continually improve our environmental performance against all significant aspects and priorities of the company.
- Special consideration will be given to employing and empowering the local staff and wherever efficient and environmentally sustainable, products and services will be sourced locally.
- Appoint Suppliers and Sub-Contractors with a robust Environmental System, Policies and a likeminded attitude to the Environment.
- To review annually and improve the environmental and social sustainability performance.

## 4.0 Practical Steps

The following activities have been identified with a response that Fireline will endeavour to take to minimise any negative effects.

| Activity  | Response  |
|---|---|
| Technicians handling & disposal of AFFF on-site       | Fireline have adopted a replacement policy for Foam extinguishers. Foam is no longer discharged onsite and the full canisters are returned to Checkfire for disposal.   |
| Disposal of Hazardous Waste from company premises     | Staff are trained on identifying hazardous waste and the segregation of this waste.<br><u>AFFF</u><br>Foam is not handled on any Fireline premises.<br><u>Ionisation Detectors</u><br>Fireline uses a company who are approved waste carriers to dispose of the Ionisation Devices.   |
| Disposals of waste                                    | The Company where possible will endeavour to recycle waste internally.<br>Refurbished or second-hand equipment can be offered to Customers.<br>Where waste cannot be recycled the following practices are applied: -<br>Waste is segregated efficiently to ensure efficient recycling.<br>All companies used to remove waste generated by Fireline will hold a Waste Carriage License.<br>They will have shown that a minimal amount will end in land-fill and will need to have a like-minded approach to the environment.<br>These qualities will have been assessed during the supplier pre-qualification process.<br>All waste removed is traceable back to a waste transfer note.<br><u>Fire Extinguishers</u><br>Fireline uses a company who are approved waste carriers to dispose of condemned extinguishers and ancillary equipment.<br><u>Batteries &amp; Bulbs</u><br>Fireline uses a company who are approved waste carriers to dispose of batteries, bulbs and Emergency Light units.<br><u>Cardboard</u><br>At the Head Office, we have access to a paper/card recycling skip.<br>All of the cardboard produced by from the purchase of fire extinguishers is disposed of here. The cost to do this is included in our rental fee and is managed by the landlord. |
| Technicians dealing with powder extinguishers on-site | We eliminate this by only carrying out service exchanges on powder extinguishers.   |

| Activity  | Response  |
|---|---|
| Over-ordering and generating unnecessary wastage.   | A robust ordering system has been implemented. Minimum and maximum levels have been identified and put in place.<br>The purchasing department use this system to determine what the company stock requirements are.<br>This system is audited by Management by carrying out two weekly stock checks.  |
| Large quantities of paper being used during the administration process. This will impact on the environment but will also be costly to the company.   | Fireline have taken steps to reduce the amount of paper being consumed during the administration process.<br>All Staff are encouraged to assess the necessity before printing off emails. This is laid out on the Fireline Company Handbook of which all Staff have received and remain up to date with.<br>Customers are encouraged to assess the necessity of printing off communications received from Fireline. This is communicated in the Companies email signatures.<br>Most documentation should never need to be printed off but simply kept on file and printed as necessary. Firelines Management encourage all staff when in contact with clients either a technician on-site or a telephone call into the Office to gather email addresses.<br>Fireline also encourage suppliers to send invoices via email.<br>Fireline make supplier payments via bacs and send the remittance via email.<br>It is also encouraged that Firelines customers do the same. |
| Technicians excess fuel consumption/vehicle pollution travelling from job to job. This will have a detrimental impact on the environment but also will cause an unnecessary cost the company. | Technicians work is carefully planned to minimise travelling.   |
| Emission levels caused by company vehicles  | When all vans are purchased it is practice adding low emissions vans to the fleet. All company cars purchased are in the low emission band to aid with the impact the car has on the environment and also to assist financially in order to benefit from the 100% capital allowance with the first-year allowance scheme.   |
| Inefficient use of resources; <ul style="list-style-type: none"> <li>• Technicians ineffecient use of fuel</li> <li>• Purchasing inefficient equipment</li> </ul>                             | <ul style="list-style-type: none"> <li>• A Service Desk has been set-up by the Company to control the amount of travelling the Engineers do. Customer site visits are planned in advanced and organized by postcode area.</li> <li>• All Engineers driving techniques are monitored using the Celtrak system.</li> <li>• Consideration is given when purchasing equipment and decisions made will have given thought to efficiency and environment impact.</li> <li>• Local Suppliers to be appointment where practical</li> </ul>  |

#### 4.0 Practical Steps *continued*

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## 5.0 Appointment of Sustainability Co-Ordinator

We have appointed the Company Secretary as the Sustainability Co-ordinator who has the responsibility for ensuring ongoing environmental performance, identification of environmental risks, recording and monitoring of impacts and implementing environmental and social sustainability measures.

Signed



Adrian Englebright  
Managing Director

January 2017