



Environmental & Sustainability Policy

OF

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Sustainability Policy

At SFM we believe we have a responsibility to maintain a positive, sustainable impact both on the environment and the community and to integrate those beliefs into our business practices.

Environment

By taking steps to reduce waste from our operations and recycling, we can preserve the earth's natural resources and enhance the quality of lives around the globe. Our commitment begins with our environmental policy (an explicit and integral part of our corporate business and operating philosophy) that actively seeks opportunities to minimise our environmental impact.

Green Procurement

SFM aim to minimise resource use without compromising business efficiency and are particularly concerned about the resources that are used in regular core business such as paper, energy and transportation. We therefore endeavour to actively seek out suppliers whose sustainability policies mirror our own. We are displaying our commitment to this by signing up to the Mayor of London's Green Procurement Code and with the support and advice from the LRS consultants, hope to further improve sustainability throughout the supply chain.

Managing Materials

Paper is the material most used within SFM's daily operations. With this in mind SFM have implemented various initiatives to ensure a low adverse impact:

- We minimise the use of paper by promoting electronic communication where suitable.
- We re-cycle (re-use) paper and use low grade stock where appropriate.
- We re-cycle used paper, confidential waste, packaging and magazines/newspapers by shredding and using for chicken bedding!
- Our employees are actively encouraged to recycle all other materials such as glass and aluminium through local authority recycling schemes.
- We refill our toner cartridges.

Managing Energy

SFM continue to introduce energy efficient systems into our office and to sensibly manage all energy requirements including ensuring all new electronic equipment procured carries recognised eco labels (eg. Blue Angel / Energy Star).

We operate from one, small, modern open plan office which reduces the square footage and hence reducing the energy needed.

Employees are encouraged to take personal responsibility for ensuring that their work stations use energy efficient and that all equipment is turned off over night. Staff are reminded to turn off lights and heating when not in use. Additionally, staff are encouraged to use public transport rather than private vehicles for work related travel or to car share whenever possible.

SFM strives to improve its operational efficiency and enhance client experience whilst introducing processes that are environmentally friendly.

SFM Security is also currently working towards ISO14001 certification and is part of the green procurement scheme.

Environmental Policy

This Environmental Policy is a clearly written and concise statement for us to use to document our mission to maintain operational standards to protect the environment.

The drafting and provision of an Environmental Policy in the UK is voluntary and is not specifically regulated by legislation. However, this policy contains statements covering all the principal themes associated with an Environmental Policy.

It confirms the company's commitment to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

The Environmental Policy should be duplicated in the Employment Policies Sub-folder of the Employment Manual.

Areas to focus on...

- Procurement
- Energy Consumption
- Travel
- Waste / Recycling
- Carbon Footprint

Training

Monthly senior management meetings (is there one?) to include a separate agenda item on sustainability to monitor issues and two way communication of information.

All management should be encouraged to promote the in-house environmental policy across all sectors of the business and in particular to communicate messaging to all event / sub-contracted staff and suppliers.

Audit and Review

Auditing will be the structured process of collecting independent information on the efficiency, effectiveness and reliability of the Environmental Policy and drawing up plans for corrective action where necessary.

The audits may consist of:

Interviewing individuals to gain information of perceptions and depth of knowledge and understanding of sustainable practices.

[Examining documentation to ensure it is available and current also to assess records, performance standards and accuracy.]

Visual observation of physical conditions and work activities.