Paramount security Solutions Ltd

ENVIRONMENTAL POLICY

MANUAL

Issue 1

1. SCOPE

Scope of Environmental System

The Environmental Manual has been written to meet the requirements of ISO 14001: 2004. The scope of our environmental system covers:

The provision of manned guarding services

2. DEFINITIONS

The following definitions apply to this document:

EMS – Environmental Management System

Aspects – Issues which affect the environment (e.g. energy conservation)

Impacts – Activities which affect the Aspects (e.g. lighting a work space)

Significance – The potential level of effect on the environment

Environmental Objectives – Aims linked to the management and control of the organisations adverse affect on the environment

Environmental Targets – Measures established to monitor the achievement of Environmental Objectives

Legal Requirements – Statutory requirements linked to the environment

Environmental Representative – director responsible for the EMS

EAP – Environmental Action Plan

The manual shows our identified Environmental Aspects and Impacts, the methodology we have adopted for determining the significance of the Aspects/Impacts, our Environmental Objectives and our defined Environmental Targets.

Our Environmental Policy is shown under **Section 4, page 1.**

The scope of this review relates to the following activities:

- Travel
- Office Administration
- Purchasing

3. ENVIRONMENTAL MANAGEMENT SYSTEM

3.1 General Requirements

We have established an environmental management system that has been implemented at every level in the organisation, documented as necessary and we continually strive to improve

its effectiveness. All parts of the business operate under the same common management system to ensure the company recognises that its processes do impact on the environment and we are committed to improve our own environmental performance.

To support our environmental processes and to ensure continuous improvement have created, implemented and documented the following procedures. These procedures complete the structure of the EMS.

3.2 Environmental Policy
Paramount Security Solutions Ltd recognises that its processes do impact on the environment, and also has to lead by example. It is therefore committed to improve its own performance through the following measures:

- Will comply with all relevant environmental legislation and industry codes of practice.
- Take account of concerns of interested parties such as regulators, shareholders, employees and the public.
- Set objectives and targets to drive continual improvement programmes and regularly review environmental performance to ensure success.
- Encourage our supply chain to consider their environmental impacts.
- Ensure that all employees are aware of this policy and trained in their environmental responsibilities.
- Make this policy available to our customers and the public on demand.

It is also understood that the growing importance of the sustainability agenda within construction industry will require us to review this document annually to ensure we are constantly challenging compliance.

Air
Reduce its own emissions of air pollution.

Resources
Reduce the consumption on non-renewable resources and encourage their replacement with renewable resources.

Waste
Use safe and economic services for recycling, refuse collection and waste disposal.

Energy
In conjunction with the Landlords to maximise energy efficiency in the Head Office

3.2.2. How will it be achieved?
Include environmental considerations in policy development, strategies and business plan at all levels of the organisation. Promote knowledge and understanding of the global and local environment and our impact on it by:

- Training and raising awareness of Paramount Security Solutions Ltd staff.
- Use purchasing power to promote environmental sustainability.

3.2.3. Value for Money Considerations

Ensuring 'value for money' involves considering 'life cycle' financial costs i.e. with respect to energy savings, durability, reduced maintenance, and waste reduction, and therefore reducing environmental risks.

By making a commitment to this policy, Paramount Security Solutions Ltd will help to conserve energy and resources, and reduce waste and pollution.

- Energy consumptions savings
- Waste disposal savings
- Savings from reduced resource consumption
- Reduced risk and administration costs through easier compliance with environmental legislation

3.2.4 Environmental Impact

Paramount Security Solutions Ltd will take all reasonable opportunities to improve environmental impacts:

- Only buy supplies when necessary and minimise the amount of materials i.e. stationery, office equipment, furniture consumed.
- Buy products that are made from recycled material and/or are recyclable, and have minimal packaging.
- Buy energy efficient appliances and equipment where possible.

3.2.5 Policy Framework

To improve the policy and its implementation, Paramount Security Solutions Ltd:

- Inform all relevant suppliers of goods and services of this policy and seek information from relevant suppliers about the environmental effects of products and services that they supply.
- Put in place systems to ensure that the policy is effectively implemented by all staff.

3.2.6 Resources, roles responsibility and authority

Best service to the client regardless of the job they do. It is important that they understand their roles and the environmental impact they may have.

All staff are either qualified or have been trained (on approved courses or in-house) to carry out the work they do. It is very important that all the staff are familiar with the requirements of each job but also fully understand the building within which they are working and the potential consequences of not working to specific procedures.

We will be reviewing training needs each year and try to provide the most appropriate training to ensure that our staff can provide the best service to our customers. We ensure that staff is aware of the contribution they make to the business and to the clients.

We have a positive training policy and maintain training records for all staff.

3.2.7 Communication

Paramount Security Solutions Ltd ensures that there are good communications with all staff. We achieve this through induction, staff briefings on-site, assignment instructions and training.

We have a good communications network though our officers and the appropriate documentation to carry out their work.

We ensure that we have enough equipment and materials for the staff to carry out their work in an efficient manner and within our quality objectives. Supporting paperwork and computer systems in our office are adequate and suitable for the work carried out.

Ed Githaiga
Managing Director
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