

## Environmental Policy

**Bureau Technical Inspection Services Limited (BTIS)** will control and manage its activities to ensure risks to the health, safety and welfare of its employees, customers and the general public are identified and action taken to minimise or eliminate their effects.

Adverse effects of operational activities on the environment will be minimised as far as practicable.

The objectives of the policy are:

- To comply with its legal obligations under the current Health, Safety and Welfare Act and the Environmental Protection Act, together with all other applicable statutory provisions and relevant codes of practice.
- To promote health, safety and environmental awareness throughout the organisation.
- To maintain a safe and healthy working environment for its employees, with adequate facilities appropriate to the nature of the business activities.
- To minimise the social impact of the company activities and avoid damage to the environment through regular reviews of the business from environmental and management systems audits.
- To undertake environmental impact studies as part of any company relocation or enlargement of existing facilities.

The environmental Policy covers all aspects of **Bureau Technical Inspection Services Limited (BTIS)** operations - from good housekeeping measures such as using both sides of paper prior to recycling, to ensuring that investments made are environmentally sound. The policy also commits us to promoting supplies and services which adhere to environmentally sound ways of operating.

All staff must have access to this Environmental Policy through the staff information file held on computer. The Environmental Policy will be regularly referred to in decision-making and through team meetings. It is to be included during the induction of new staff, board members and volunteers. It shall be reviewed annually by the Business Management Committee.

**Bureau Technical Inspection Services Limited (BTIS)** practices the principles of the **3Rs** by:

1. **Reducing** waste where possible by thinking about what we buy and how we use it. Non- essential documents and emails will not be printed. We will annually review which internal documents and external publications are essential, if they are not they will be cancelled thus reducing waste and saving money. We will endeavour to avoid disposable cups and food packaging bought by the office and for events. We will ensure all our printing and photocopying is done on double-sided paper.
2. **Re-use** wherever possible by trying to find a second life for items especially paper and office stationery. Scrap paper will be used in printers, fax machines, for taking messages and for writing notes or draft copies of documents. We are committed to the re-use of envelopes and

packaging where possible.

3. **Recycle** as the least preferred option of the 3Rs. All paper, card, glass, tin will be recycled. Food waste will be composted. Toner cartridges and inkjets will be recycled. If office furniture or IT equipment is being replaced then **Bureau Technical Inspection Services Limited (BTIS)** will seek to have those items reused or recycled. We will use/support social economy organisations to recycle materials as appropriate.

**Bureau Technical Inspection Services Limited (BTIS)** will endeavour to switch all publications and general office papers to 100% post-consumer waste recycled papers, any additional purchasing costs will be balanced against reduced consumption. When purchasing other items of office equipment recycled options will be considered.

**Bureau Technical Inspection Services Limited (BTIS)** will promote the use of cycling and walking as the main means of travel to local meetings, and use public transport where systems allow efficient use. For journeys that require the use of a car, car sharing will be encouraged. (Where personal mobility or access issues present an excluding difficulty, **Bureau Technical Inspection Services Limited (BTIS)** will cover costs of taxi, car club or other appropriate transport in line with our Equality Policy and practice).

**Bureau Technical Inspection Services Limited (BTIS)** will seek to minimise the use of **energy** in its activities. For example lights and equipment will be switched on only when needed and not out of routine.

Signed:

Position:

Date:



Managing Director

03/02/2025