



# ENVIRONMENTAL MANUAL

# Contents

1. Version Control .....	2
2. Definitions .....	2
3. Introduction .....	3
4. The Issue Status .....	3
5. Environmental and Sustainability Policy .....	4
6. Environmental Aspects/Impacts Matrix .....	6
7. Environmental Action Plan & Targets .....	7
8. Emergency Preparedness & Response Procedure .....	8
9. Environmental Internal Audits .....	9
9.1. Example Audit Report .....	10
10. Management Responsibility .....	11
11. Register of Legal Requirements .....	12

## **5. Environmental and Sustainability Policy**

### **5.1 Aims and Objectives**

Based on legal requirements, which are listed as part of section 10, Sharpsmart is committed to maintaining and improving the economic and social wellbeing of all its staff. It is also committed to contributing towards a sustainable safe and high quality environment in the areas where project sites are based.

This commitment is firmly grounded in Sharpsmart 's environmental policy statement that sets out the aims and objectives for improving the environment.

The policy's overall aims are to:

- Pursue and encourage environmental sustainability
- Meet our legal obligations
- Work in partnership with relevant suppliers and parts of the community to promote environmental sustainability.

To do this Sharpsmart will focus on reviewing and improving the following areas or activities:

### **5.2 Sharpsmart's Contribution**

#### **Air**

Reduce its own emissions of air pollution.

#### **Resources**

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

#### **Water**

Reduce the amount of water used and encourage water economy at all our project sites.

#### **Waste**

Use safe and economic services for recycling, refuse collection, cleansing and waste disposal. Promote waste minimisation at all Sharpsmarts sites including re-use, repair and recycling.

#### **Energy**

In conjunction with the Landlords to maximise energy efficiency in the design, maintenance and operation of Sharpsmarts sites.

### **5.3 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 Sharpsmarts staff
- use purchasing power to promote environmental sustainability.