

# **Environmental Policy**

## **Version 1.1**

### **22 February 2018**

<b>Last Reviewed</b>	<b>Next Review Due</b>
22/02/2018	22/02/2019

# 1 CONTENTS

<b>1</b>	<b>CONTENTS.....</b>	<b>2</b>
<b>2</b>	<b>POLICY.....</b>	<b>3</b>
	2.1 Audience.....	3
	2.2 Requirement.....	3
	2.3 Contacts.....	3
	2.4 Non-Compliance.....	3
<b>3</b>	<b>POLICY STATEMENT.....</b>	<b>4</b>
<b>4</b>	<b>DOCUMENT REFERENCES.....</b>	<b>5</b>
<b>5</b>	<b>DOCUMENT CONTROL.....</b>	<b>6</b>

CONFIDENTIAL

## **2 POLICY**

### **2.1 AUDIENCE**

- 2.1.1 This document must be read in conjunction with all other SH&E Policies.
- 2.1.2 This document is to be read by all workers, including permanent, contract and temporary personnel.
- 2.1.3 This document may be provided to third parties without approval from Equita SH&E Team.

### **2.2 REQUIREMENT**

- 2.2.1 Equita is committed to the prevention of pollution and will work to minimise the impact of its operations through a continual improvement program.
- 2.2.2 Equita recognises that the effective implementation of the policy represents an opportunity to improve our performance by reducing environmental risks and impacts, and increasing the efficiency of our operations.

### **2.3 CONTACTS**

- 2.3.1 For further information or should you have any questions, please contact the Group SH&E Team by emailing [groupSHE@capita.co.uk](mailto:groupSHE@capita.co.uk)

### **2.4 NON-COMPLIANCE**

- 2.4.1 Non-compliance with this policy may result in disciplinary and / or criminal proceedings against the worker, which may include their managers.

### 3 POLICY STATEMENT

The following is a copy of the statement issued by Capita's Joint Chief Operating Officers and Group Finance Director mandating this Policy as the minimum baseline which Equita must comply with.

## CAPITA

### Environmental Policy Statement

We recognise that our day to day activities impact on the environment. We wish to minimise any harmful impacts wherever and whenever practicable, and will work to secure business benefit from environmental protection across all our operations worldwide.

Capita is committed to the prevention of pollution and will work to minimise the impact of its operations worldwide through a continual improvement program.

In particular, we will:

- Make efficient use of natural resources by conserving energy and water, minimising waste, and recycling where possible
- Comply with all applicable local, national and international environmental legislation, regulations and other requirements to which we subscribe
- Meet our duty of care requirements in relation to waste by ensuring the safe keeping, transportation and subsequent recovery or disposal of waste
- Use recycled materials whenever these can be commercially justified
- Keep transport use to a minimum and regularly service vehicles to maintain their efficiency
- Work with suppliers to ensure they recognise and reduce the environmental impact of their products and transportation.
- Integrate environmental and sustainability considerations and positive impacts into our projects and practices

To achieve these we will:

- Set environmental objectives based on the significant environmental aspects across the business.
- Allocate sufficient financial and managerial resources
- Communicate this policy to all employees and those working on our behalf.
- Measure, monitor and report on our environmental performance.
- Review our policy on a regular basis to take account of new developments in environmental management and legislation.
- Perform periodic audits of our activities to ensure compliance with company requirements, legislation and policy requirements.

Capita recognises that the effective implementation of the policy represents an opportunity to improve the performance of the Group by reducing environmental risks and impacts, and increasing the efficiency of our operations.



Vic Gysin  
Chief Operations &  
Performance Director

Capita plc



Nick Greenlock  
Group Finance Director

16<sup>th</sup> December 2018

## 4 DOCUMENT REFERENCES

<p>Related Documents</p>	<p>All Capita plc Group Health &amp; Safety Policies, found on Capita Connections under Business Support &gt; Health and Safety &gt; Commitment to Health and Safety</p> <p>All Capita plc Group Health &amp; Safety Policies, found on Capita Connections under Business Support &gt; Health &amp; Safety &gt; Domestic SHE Procedures</p> <p>All Capita plc Group Health &amp; Safety Policies, found on Capita Connections under Business Support &gt; Health and Safety &gt; Service Delivery Health and Safety</p> <p>Local Business Unit Policies, where applicable</p> <p>Local Business Unit Standards, where applicable</p> <p>Local Business Unit Processes and Procedures, where applicable</p>
--------------------------	--

## 5 DOCUMENT CONTROL

### 5.1 DOCUMENT HISTORY

Revision Date	Version Number	Summary of Changes	Author
22.02.2017	1.0	First Version	Natalie Knott
22.02.2018	1.1	Second Version	Natalie Knott

### 5.2 REVIEWERS

Name		
Adrian Bates	Compliance Director	

### 5.3 APPROVERS

Name		
Neil Smith	Managing Director	

### 5.4 DISTRIBUTION

Name	