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1. Introduction

1.1 The need for environmental management

Environmental management is a key policy at Consortio Security for several reasons, including:

- Meeting our responsibilities as a leading security organisation
- Ensuring that we are compliant with the relevant legislation
- Supporting the requirements of our clients who are concerned that we minimise our environmental impact
- Measuring our continual improvement against environmental targets
- Realising cost savings
- Demonstrating publicly that we are managing our environmental impact efficiently

1.2 Consortio Security's environmental impacts

Consortio Security is not an industrial company, however we recognise that every business creates an environmental impact, either directly through Consortio Security's activities, and those activities carried out on behalf of our clients. We also recognise the environmental impact of any third party contractors we use in the course of our business, such as printers and uniform suppliers.

The main environmental impact that Consortio Security's direct business activities create comes through:

- waste materials from the office such as paper and card
- energy consumption from the office based staff
- Greenhouse gas emissions from energy use from IT systems
- Business travel – CO_2 and other greenhouse gas emissions
- Chemical use and disposal from cleaning of the building

1.3 The purpose of this document

The principle aim of this document is to draw together the key elements for an effective environmental management system (EMS), through from the policy and planning stages to implementation and review. It should also act as a guide for all those involved in environmental management and reporting at Consortio Security.

2. Environmental Policy Statement

Consortio Security recognises its responsibility to protect the environment, both for today and for the future.

We feel that co-operation between our clients, suppliers and local site management is vital for the development of environmental solutions that comply with environmental legislation.

Our policy is therefore a proactive one to further promote a practical day-to-day commitment in partnership with clients' needs and specifications. Some jobs have obvious potential to cause environmental impact. Incidents such as the spillage of chemicals, improper disposal of waste chemicals or other unnecessary emissions to water and the atmosphere must be prevented and reported immediately to Line Management if they occur. Likewise, practices and procedures, which do not minimise adverse effects on the environment, must be referred to line management. New initiatives can then be implemented as appropriate.

All supervisory and management staff are made aware of the environmental implications of the tasks for which they are responsible. Through training they ensure that all necessary equipment, procedures and working practices are in place and that all appropriate training has been given to their staff. Consortio Security and its sub-contractors operate to the same high environmental standards and supervisory staff is in place, to ensure that this occurs.

Consortio Security is committed to working with companies who ensure that their manufacturing processes produce environmentally friendly products and as a result, has allied itself with suppliers who support our endeavours.

Overall, Consortio Security believes that it is essential for the quality of life of future generations, to protect and maintain the environment in any way we can. We recognise that there is always room for improvement and that we can only make a valid contribution to the cause, through continuous commitment and education.

It is our policy to adopt procedures and practices that:

- Does not harm our environment

- Does not restrict the enjoyment of the environment by others

- Promote sustainable improvements (where we have an influence) that consider the effects to the environment

We will support this policy by implementing the following procedures:

- All waste paper, junk mail, documentation, etc must be returned to the office via your Supervisor for re-cycling in the most appropriate way that does not compromise the integrity of our clients, employees or company

- Arrange for all printer cartridges, toners, etc to be returned to the supplier or designated agent in the envelopes provided for re-cycling

- Promote the use of re-cycling banks for bottles, cans, paper and other waste materials that employees may bring into their place of work

- Ensure any packaging supplied with any equipment is disposed of in methods that support this policy

- Seek professional advice to adopt further practices that result in generating less paper and less waste

- Adopt the use of alternative non fossil fuels for company vehicles

This policy is promoted throughout our company and communicated to all staff via effective training and leadership.

This policy will be reviewed annually, and a report on its effectiveness (compiled by the designated Environmental Management Officer) will be reported to the Board of Directors.

This statement is available to all Consortio Security staff

3. Planning

3.1 Risk Management

The assessment, prioritisation, mitigation and review of all environmental risks shall be included in the risk assessment process, with actions to be taken as appropriate.

Environmental risk assessment is part of the overall risk assessment which the business is required to complete on an annual basis. Furthermore, when we gain a new client, an environmental risk assessment of the premises will be carried out during the full risk assessment of the premises, from the aspect of how this will impact on Consortio Security's overall environmental impact.

3.2 Legal Requirements

Consortio Security shall maintain processes to ensure that relevant and up to date environmental legislation is identified and complied with.

Performance will be monitored on a regular basis, and a report will be presented to the Board of Directors once a year.

4. Implementation

4.1 Structure and responsibilities

Ultimate responsibility for implementation of the EMS lies with the Chief Executive Officer who shall ensure that sufficient resources are available for the adequate achievement of this EMS.   Daily implementation will be the responsibility of the designated Environmental Management Officer.   The environmental risk assessments on site will be carried out by Consortio Security's Operations Management and the Clients representatives .

4.2 Communication

In this context, communication relates to internal communication. The objective of internal communication is to build awareness and commitment regarding environmental initiatives, and to develop employee involvement in achieving Consortio Security's objectives.

Awareness raising should include:

- Consortio Security's environmental policy
- The impact of Consortio Security's business practices on the environment
- Specific responsibilities and actions to take

Two-way communication is always encouraged and supported.

4.3 Training

In certain cases, formal training may be given to manage specific issues, for example waste minimisation, legal compliance and energy efficiency.

4.4 Documentation

All relevant documentation shall be appropriately controlled and monitored by the Environmental Management Officer and ultimately the Board of Directors.

Documents will include:

- Policies
- Objectives
- Site environmental risk assessments
- Minutes of environmental performance meetings
- Environmental performance yearly review
- Goals / targets for the next year

5. Monitoring Measures

5.1 Monitoring

The achievement of this EMS will be regularly monitored to ensure the system is achieving its aims, and to look for areas of potential improvement. Measurement of activities will include:

- Review of compliance with the environmental policy
- Review of the progress of its objectives
- Ensuring that all environmental risks have been identified
- Ensuring legal compliance

5.2 Non-compliance

Any reasons for non-compliance must be identified immediately and corrective action taken. These measures will be reviewed three months from the implementation date.

5.3 Records

Records shall be kept of all elements of the system, including:

- Establishing and implementing objectives and targets
- Performance monitoring against these targets
- Compliance reviews

These will be audited yearly by the Internal Audit team.

6. End of year & management review

Activity	Data	Unit
Energy and climate change	Electricity use	mWh
	Gas	mWh
	Other fossil fuels including coal, heavy fuel oil, gas oil	mWh
	Total energy consumption	CO_2 emissions and mWh
	Cost of electricity and other fuels used	Local currency
Waste and recycling	Identified waste streams	Tonnes
	Cost of waste disposal	Local currency
	Recycled waste split into: Paper, IT, toner cartridges, drinking cups, hazardous waste, other	Tonnes
Paper use	Paper purchased	Tonnes
Water Use	Supplier	m_3 Cost
Compliance	Please note any breaches of legislation	Cost / outcome
Transport	Air miles travelled	
	Road and rail travel	
	Total yearly cost of all business travel	

The environmental management system will be overseen and managed on an ongoing basis. This includes senior review of the environmental policy and environmental management system through the Office Manager and the Board of Directors.

7. Glossary of Terms

EMS	Environmental Management System
Environment	Surroundings in which the organisation operates including air, water, land, natural resources, plants, animals including humans, and their interactions
Environmental impact	Any change to the environment, whether adverse or beneficial, wholly or partly resulting from an organisation's activities, products or services
Environmental objectives	Overall environmental goal arising from the environmental policy, that an organisation sets itself to achieve, and which is quantified where practical
Environmental targets	Detailed performance requirement quantified where practicable, that arises from the environmental objectives and that needs to be set and met to achieve the objectives
Greenhouse gases	Greenhouse gases (GHG's) are so called because they accumulate in the atmosphere and reduce the rate at which heat is lost, contributing to changes in the earth's atmosphere. GHG's are produced from burning fossil fuels (for power and transport), as a by-product from some industrial processes and from air conditioning and refrigeration plants.