

Voltix Services Ltd

Unit 7
Stairbridge Court
Bolney Grange Business Park
Bolney
RH17 5PA



Environmental Policy

Introduction

Voltix Services Ltd is an exceptional Facilities Maintenance and Commercial Property Management Company with experience across a diverse range of sectors. We are committed to continual improvement through regular evaluation of the impact of our activities upon the environment, providing a safe and healthy workplace, protecting the environment, and conserving energy and natural resources. We take both our clients' and our own moral obligation seriously, which is why the Company also operates a waste minimisation programme across all services. The Environmental Policy Statement is applicable to all areas of our business and has been implemented to meet the requirements of ISO 14001:2015.

There are numerous benefits of implementing ISO 14001:2015. These include:

- Providing a framework for a systematic and integrated approach for environmental management.
- Making environmental considerations "system-dependent" not "person-dependent".
- Promoting solid environmental management, which becomes a means of doing business, not an end in-and-of itself.
- Providing a framework by which to respond to environmental enquiries from clients, stakeholders and other interested parties.

Every employee and subcontractor working on behalf of Voltix Services Ltd is expected to read, understand and follow this policy and to report any environmental, health or safety concern to the Senior Management Team. The Senior Management Team is expected to take prompt action.

Scope

The following requirements form the foundation for this Policy:

- Senior Management Team shall define the Policy;
- The Policy must be relevant to the activities and services of the Company;
- The Policy must show commitment to continual improvement of the Company's Environmental Management within the Sustainability Management System and prevention of pollution.
- The Policy must be documented, communicated to all employees, clients, subcontractors and available to the public.

Planning

The Company has identified and planned for those elements of its operations that could interact with the environment. Actions necessary to meet this element of the ISO 14001 standard include:

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- Identify the significant environmental aspects and impacts of the Company's activities and services, such as vehicle emissions, water consumption, chemical consumption / disposal and energy consumption.
- Identify and have access to applicable legal and other requirements that apply to the Company - this includes understanding legal and permit requirements, and ensuring that employees / subcontractors whose activities could impact these requirements, understand permit parameters.
- Setting and documenting environmental objectives and targets, where appropriate to the activities of the Company.
- Establishing environmental management procedures for achieving these objectives and targets. The procedures should identify who is responsible for achieving the objectives and targets, the time frame and methods involved.

Implementation and Operation

ISO 14001 requires the following:

- Roles, responsibility and authorities necessary to establish, implement and maintain the Environmental elements of the Sustainability Management System are defined and communicated throughout the Company. See Appendix A.
- The Environmental Policy, objectives and targets, and any other site-specific elements are communicated to employees and subcontractors through training, Toolbox Talks, Engineer / Consultant Visits (ECVs), Purchase Orders (POs).
- Ensuring that those employees / subcontractors whose activities can have a significant impact on the environment have received the appropriate training. These employees / subcontractors must be informed of the potential environmental consequences of their actions and must be competent to undertake the works requested.
- Environmental enquiries from interested parties must be directed to and will be handled by the Managing Director on behalf of the Company.
- This document serves as a means of identifying and describing the core elements of the Environmental element of the Sustainability Management System.
- All documents issued in relation to the Environmental element of the Sustainability Management System are controlled, reviewed by the authorised person and available to the Company as a whole, in accordance with ISO 9001:2015 guidance.
- Documented procedures are maintained to control operations that could impact the environment. These include Work Orders and Planned Preventative Maintenance Schedules.
- An effective Emergency Preparedness and Response Plan is reviewed annually. This is tested periodically and updated as necessary.

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Objectives

The Company's objectives are:

- Provide a safe and healthy workplace and ensure that personnel are properly trained and have appropriate safety and emergency equipment.
- Be an environmentally responsible contractor in the communities where we operate and act promptly and responsibly to correct incidents that endanger health, safety or the environment. Report such incidents to authorities promptly and inform affected parties as appropriate.
- Conserve natural resources by reusing and recycling materials, and purchasing recycled materials (where possible).
- Ensure the responsible use of energy throughout our business operations, including conserving energy, improving energy efficiency and giving preference to renewable over non-renewable energy sources where feasible.
- Continual evaluation of how our activities impact the environment and where improvements can be achieved.
- Recycle all waste (wherever possible) and dispose as such.
- Continual evaluation and discussion with our clients regarding environmentally effective means of carrying out work on their behalf.
- Reduce pollution as much as possible - all vehicles introduced to the Company will comply with EU6 Emissions standards. Where travelling is essential to meet with clients, the use of public transport (rail, tube) will be preferential over private transport. Minimise the need for travelling by grouping visits to clients within the same area.
- Conduct as many project meetings as possible by means that do not involve travelling; such as, Skype calls, web conferencing, etc.
- Ensure all operations are carried out with consideration for the environment foremost in consideration during planning stages.
- Comply with legislation, regulations and relevant Codes of Practice at all times.
- Encouraging education and provision of information for all our employees in the protection of the environment.
- Strive to continually improve the Environment element of the Company's Sustainability Management System and performance.
- Conduct audits and self-assessment of the Company's compliance with this policy, reporting to the Senior Management Team for quarterly review.

Materials

Our aim is to promote sustainable materials usage and to reduce issues associated with deforestation, forest fragmentation, and forest degradation including:

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- Global warming
- Loss of ancient and endangered forests
- Loss of biodiversity and habitat
- Modern slavery and unacceptable working conditions
- Impacts on local communities and indigenous populations

We aim to do this by:

- Encouraging our clients to choose certified sustainable products, use recycled content, and minimise materials usage
- Promoting sustainable practices within our supply chain

Prevention and Control of Exposure from Dust

Never assume that any dust is safe. All uncontrolled dusts are potentially hazardous. In particular, any uncontrolled dry process or dusty work activity, especially in an enclosed environment, is likely to create a dust problem.

However, dusts are not all equally hazardous. Different dusts or even the same type of dust in different work situations may create different risks to health and require different precautions to be taken. For example, different exposures are likely to arise if the work activity takes place indoors or in the open air.

Prevention of exposure to dust should be the first objective. Many forms of dust can be eliminated from the workplace. Examples of how this can be done include:

- eliminating dust by using special cutting techniques rather than by grinding or sawing, or by using wet-cutting processes;
- using pellets rather than dusty powder;
- using dust-suppressed materials and emulsions or pastes rather than mixing dry constituents.

Personal protective equipment (PPE), which includes protective clothing and respiratory protective equipment (RPE), may be provided for welfare purposes or to protect other clothing. But its use as part of a strategy for controlling exposure should only be considered when all other reasonably practicable measures have been taken and these have not, in themselves, achieved adequate control. RPE should not be used as a substitute for good control. Further information on the

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selection and use of RPE can be found in the HSE publication *Respiratory protective equipment at work: A practical guide HSG53*.

Refrigerant Handling

Voltix Services Ltd endeavours to reduce the impact of its activities on the environment, principally of the detrimental effect of the refrigeration and air conditioning systems it designs, installs, operates, services and maintains. In particular, this includes maximising the energy efficiency and minimising the refrigerant leakage of these systems.

To achieve our environmental objectives we:

- Ensure engineers and technicians are appropriately trained;
- Have an easily accessible library of up to date and relevant information which is used by all engineers and technicians
- Equip engineers and technicians with suitable tools;
- Implement procedures, designed to reduce environmental impact, which are followed for design, installation, operation, service and maintenance of refrigeration and air conditioning systems
- Regularly audit our environmental performance.
- Comply with all relevant Legal and Other (compliance) requirements and regularly review against these

Evaluation

To ensure effective implementation of the Environmental element of the Sustainability Management System, it is audited as part of the Company's internal audit programme. Additionally, the Sustainability Management System as a whole is subject to annual external audit to ensure compliance with the requirements of ISO 14001:2015.

As part of the internal audit process, the Auditor must:

- Review monitoring / measuring of key characteristics of the Company's operations and activities that can have a significant impact on the environment, such as energy use, chemical use and waste, air and water emissions.
- Identify and handle non-conformances efficiently by investigating root cause(s) and ensure corrective and preventative action is taken.

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- Identify environmental records such as waste permits, calibration log, training records and monitoring / measuring data.

Management Review

Policies, procedures and audits will be reviewed by the Senior Management Team at quarterly meetings to ensure their continued suitability, adequacy and effectiveness.

The Senior Management Team must address possible needs for change(s) to the policies, objectives and targets or any other elements that potentially cause negative impact to the environment.

Identify opportunities for continual improvement.

Working in Partnership

We regularly consult with Local and National Government bodies, enforcing and regulatory bodies, trade associations, and specialists to seek guidance and assistance towards achievement of our Environmental Management Programme.

We will, at all times, comply with regulations, legislation, Codes of Practice and other requirements associated with the Company and its operations. Where no laws, regulations or Codes of Practice exist, we will develop our own standards to follow to ensure best practice and a financially viable environmental option, not entailing significant and detrimental costs to the Company, whilst considering the interests and opinions of public, local and other interested parties.

A handwritten signature in black ink, appearing to read "Brian K Sydney", is written over a large, light grey watermark that says "DRAFT COPY".

Brian K Sydney

Managing Director

24.04.01

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**Appendix A****Roles and Responsibilities**

Name	Position	Responsibility
Brian Sydney	Managing Director	<p>Overall responsibility for dealing with all environmental enquiries from public and other interested parties.</p> <p>Joint responsibility for the establishment and implementation of the Environmental element of the Sustainability Management System.</p>
Graeme Wheeler	Operations Manager	<p>Overall responsibility for ensuring all employees / subcontractors have the relevant training required to complete works instructed.</p> <p>Joint responsibility for ensuring employees / subcontractors comply with Environmental Policy on client sites.</p>
Adrian Major	Business Manager	<p>Joint responsibility for ensuring employees / subcontractors comply with Environmental Policy on client sites.</p>
Heather Botha	SMS Administrator	<p>Responsibility for implementing, monitoring and maintaining the Environmental Policy.</p>