

Environmental Policy Statement

MANUAL TITLE OPERATING PROCEDURES	PARENT REF: BS EN ISO 14001.2004
PROCEDURE TITLE: PLANNING – Communication	DOC REF: HSIM-ENV-PS 0001
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WRITTEN BY DAVID FARRELL	APPROVED BY: UNONCTROLLED WEBSITE ISSUE
ISSUED BY DAVID FARRELL	DATE : 01-05-09

Introduction

The Managing Director and Directors of Hugh Symons Information Management are committed to meeting and where possible, exceeding, environmental regulations

We will strive to continually improve our performance in reducing the effects of our activities on the environment and in the prevention of pollution. This will be achieved by reviewing our progress against short term and long term objectives, set by the management of our company.

We will maintain a documented environmental management system.

The Company has exercised this philosophy for many years, acting in a socially responsible manner throughout its 35-year history.

We recognise that where our operations have an effect on the local, regional and global environment, we will ensure that all staff are trained in our environmental management policy and given guidance in its implementation.

1 Recycling

1.1 Customer records (paper and card)

A large part of the Company's business is the disposal of paper and cardboard waste.

The microfilm/imaging process involves filming/scanning of customer records. After processing, the customer can choose whether we are to store the records on their behalf, return them or destroy them on a confidential basis. In the case of the latter choice, the paper is again pulped and recycled, not used in landfill sites.

This material is collected for pulping (not landfill) by Perry's Recycling of Yeovil (<http://www.perrys-recycling.co.uk>) (Poole & Sidmouth sites)

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1.2 Office paper.

The Company uses a sophisticated email system in an attempt to obtain a “paperless office”. The demands of the business however, make this an exceptionally difficult task and waste paper is inevitably generated. We have strategically placed paper-recycling bins throughout the offices for appropriate waste material. This material is collected for pulping (not landfill) by Perry’s Recycling of Yeovil (<http://www.perrys-recycling.co.uk>) (Poole & Sidmouth sites)

1.3 Office waste (excluding paper)

This category can be subdivided into areas where recycling is possible and others. .Where ink cartridges are used in printers & other reproduction equipment, they are recycled to:

Poole - The Re-Cycling Factory <http://www.therecyclingfactory.com>
Sidmouth - Via the post office

Other waste is collected and managed by a responsible solid waste disposal company and our current contract is with a national Company, SITA (UK) (<http://www.sita.co.uk>)

1.4 Chemical waste

Small amounts of toxic chemicals (ammonia) are used in our micro-film operations. During this operation, the ammonia is diluted with water to a level which is no longer harmful and discharged to the local authority drainage system.

1.5 Pallets

We have arrangements with a local company Zenick Group Ltd (incorporating Poole Pallets Ltd) and our excess pallets are removed under a signed Controlled Waste transfer note. They in turn recycle the pallets back into the distribution industry, with repairs done where possible

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2 Construction Projects and Site Maintenance

2.1 Asbestos survey

The company commissioned a survey to be done by Winton Environmental Management Ltd of Worcester Park, Surrey. (<http://www.winton.co.uk/>) This was performed to enable Hugh Symons to comply with

The general requirements of the Health and Safety at Work, etc Act 1974
The Management of Health and Safety at Work Regulations 1992
The Control of Asbestos at Work Regulations 1987
The Construction (Design and Man Management) Regulations 1994

Recommendations are complied with for visiting contractors and safe disposals made when required.

No high risks were identified.

2.2 Wildlife

The head office of the Hugh Symons Group plc is in Poole, Dorset which is home to a number of rare reptiles and amphibians. The protected sand lizard, *Lacerta agilis* is known to inhabit the area. None of these rare species has been encountered on the site, but if required in the future, necessary steps will be taken to ensure their conservation.

3 Energy Conservation.

3.1 Computer workstations

All desktop PC installations are replaced with energy efficient components. All personnel are trained to switch off electrical goods when leaving the site.

3.2 Electrical and gas installations

All heavy-duty plant is controlled by timer switches to conserve energy, or shut down by our Security staff as part of the daily lock up procedure.

Hugh Symons Information Management
Alder Hills Park
16 Alder Hills
Poole
BH12 4AR




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3.3 Vehicle Management

The use of company vehicles will be controlled in order to limit their environmental impact. Measures will be taken to ensure that journeys are planned efficiently and, when applicable, vehicles will be replaced with the most energy efficient alternatives subject to the commercial considerations of the company.

Where company employees use their own vehicles on company business, they will be encouraged to follow these same guidelines,

Signed.....


Chris Booth, Managing Director

April 2009