

# Environmental Policy and Practice

May 2014



## ENVIRONMENTAL POLICY STATEMENT

VolkerStevin is a major construction and engineering company operating in the United Kingdom. We are committed to maintaining high standards throughout our operations, with particular regard to minimising the adverse environmental impacts of all company operations.

VolkerStevin will strive to continually improve our environmental performance through the reduction and control of waste, reusing and recycling materials, prevention of pollution, protection of local environmentally sensitive locations, and conserving natural resources.

Specifically we are committed to:

- Maintaining an Environmental Management System (EMS) compliant with the requirements of BS EN ISO 14001:2004 and implementing this EMS throughout our project activities and fixed office locations
- Maintaining certification against recognised Chain of Custody schemes for the purchase and use of responsibly sourced timber and promoting best practice within our operations
- Complying with relevant environmental legislation, corporate and other requirements to which VolkerStevin subscribes, e.g. client environmental requirements, Considerate Constructors Scheme, construction codes of practice, or trade associations
- Establishing and reviewing quantifiable environmental objectives and targets according to the nature of our activities, business and other legal requirements, including the reduction of waste, energy consumption and our carbon footprint, seeking year on year improvements
- Developing site-specific Environmental Management Plans to mitigate adverse environmental impacts such as noise, dust, odour, waste and emergency situations, and taking into consideration local community concerns and the control of hazardous substances
- Wherever possible influencing project design by offering solutions to reduce environmental impact
- Considering sustainable and/or recycled products during material selection and procurement for a project wherever we have an influence
- Minimising the adverse impacts of our operations on local communities, wherever we have an influence
- Working with our suppliers and sub-contractors to improve both parties' environmental performance
- Providing appropriate environmental information and guidance to employees and others working on behalf of VolkerStevin

All employees and others working for VolkerStevin are required to comply with this policy. In particular, by co-operating and carrying out activities in such a manner that does not endanger the environment. It is the responsibility of VolkerStevin management and supervisory staff to ensure that this policy and its arrangements are implemented.

This policy will be reviewed annually and revised as often as may be deemed appropriate by VolkerStevin, and then brought to the attention of all employees. It is accessible to interested parties via the VolkerStevin website, reception areas or is available on request.



Rob Coupe

**Managing Director**

May 2014

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## INTRODUCTION

The construction industry is a major user of the earth's resources, and produces vast quantities of construction and demolition waste. It affects the environment in which we will live and work in the future. The road, building, rail and infrastructure projects we construct become part of the landscape, making us responsible for their environmental impacts.

VolkerStevin takes this responsibility very seriously. Caring for the environment has been part of our culture for many years and every working day we genuinely endeavour to work in line with the highest environmental principles. We fully support the aims and objectives of environmental statutory provisions and will co-operate fully with the requirements of the relevant environmental regulatory and enforcing bodies.

Everyone working in the construction industry has a special and shared responsibility for the environment. The Board of VolkerStevin is committed to maintaining high environmental standards throughout the company's operations. The company aims stated in this document are to secure, so far as is reasonably practicable, the environmental wellbeing of employees and others, including the general public, who may be affected by our operations.

Formal amendment to this document is the responsibility of the Senior Health & Safety and Environmental Manager.

The purpose of this document is to outline the Environmental Management System (EMS) operated by VolkerStevin, which is based on the requirements of BS EN ISO 14001:2004. The EMS is complementary to our Quality and Health & Safety Management Systems.

It applies to all activities undertaken by the business in our offices and on our sites, comprising the management of design & construction for civil engineering and building works, steel fabrication, vehicle maintenance, plant maintenance and formwork.

This document serves as a cross-reference between the requirements of ISO 14001, and other environmental documentation in use such as the company procedures and details contained within respective Site Management Plans.

This policy document shall be made available to all employees and any other interested parties. Staff appointed responsible for the management and implementation of VolkerStevin's Environmental Policy will ensure that a copy is displayed in a prominent position at all VolkerStevin temporary and permanent offices.

It is intended to assist every individual and organisation working with VolkerStevin in understanding the environmental considerations, which should influence them in:

- Sound working practices, especially in preventing pollution and ensuring proper waste management
- Operating procedures designed to encourage waste minimisation and re-use of materials
- Standards of handling and storage of construction materials, particularly those of a toxic nature or containing hazardous substances
- The procurement and use of materials and products, such as oils, glues, paints, preservatives, concrete and other materials which may contain pollutants
- Selection of recycled and recyclable materials
- The sustainable use of resources

Construction activities shall be carefully planned to avoid unnecessary nuisance, disruption of natural habitats, destruction of trees and other landscape features. Proper safeguards for the protection of features of particular historic or conservation significance are especially important.

Commissioning procedures for services shall be clearly defined to prevent any risk of pollutant emissions during handling and testing. Decommissioning procedures shall be equally well defined.

## **1.0 PRIME CONCERNS**

Each day we deal with a number of environmental issues that relate specifically to our industry. The key areas of concern are:

### **WATER POLLUTION**

Covering controlled waters and all watercourses and water in underground strata.

### **NOISE POLLUTION**

Particularly where it may affect the quality of life for people living and working in the vicinity, as well as those people on the site.

### **AIR POLLUTION**

Where it poses a risk to people on site, in the vicinity or further afield.

### **VISUAL POLLUTION**

Including site boards, artificial lighting, site cleanliness and general site tidiness.

### **SUSTAINABILITY**

Which involves balancing the seemingly conflicting needs of social, economic and environmental aspects of a project. Environmental sustainability is concerned with protecting and conserving both biodiversity and the environment, by reducing waste, preventing pollution and by using water and other natural resources as efficiently as possible.

### **WASTEFUL PRACTICES**

Which make inefficient use of materials and consumables, both in the office and on site.

### **WASTE MATERIALS AND EFFLUENT**

As defined in the Environmental Permitting Regulations and Hazardous Wastes Regulations.

### **CONTAMINATED LAND**

Its increasing use for re-development poses special problems and requires particular consideration for its remediation.

### **REUSE AND RECYCLING**

The reuse or recycling of materials, in accordance with industry guidelines and relevant environmental legislation.

### **ENERGY CONSUMPTION**

The environmental impacts of energy use are numerous from initial extraction, production and transport through to conversion, consumption and disposal of waste products. Inefficient energy use or wastage at temporary and fixed locations, including use by plant and equipment, is a concern throughout our activities.

### **CARBON FOOTPRINT**

Measuring our carbon footprint and making year-on-year improvements.

### **BIODIVERSITY**

Which encompasses the whole variety of life on earth. It includes all plant and animals species. It is not restricted to the rare or threatened species but includes the whole of the natural world from the commonplace to the critically endangered. We aim to conserve biodiversity on all projects by promoting good practice in relation to wildlife.

## **2.0 ORGANISATION AND ARRANGEMENTS**

### **2.1 ARRANGEMENTS FOR IMPLEMENTATION OF POLICY**

Our aim is to plan activities and implement control measures to protect the environment, ensure compliance with relevant statutory provisions and other requirements associated with our works. We seek to do this in such a way that we avoid the need for complaints or the issue of enforcement notices, or prosecution.

These requirements and our management controls are detailed within a specific Site Management Plan prepared for each project and our fixed operational locations.

**The company will achieve the aims and objectives of this policy by:**

- Mitigating the environmental impact of our operations by paying particular attention to the concerns of the local and wider community affected
- Minimising use of the earth's resources through appropriate reuse or recycling procedures, as well as using materials from renewable sources wherever practical
- Monitoring water and energy consumption where possible
- Selecting offices, and establishing site facilities, which utilise water and energy saving technologies wherever feasible
- Applying best appropriate environmental standards at all of our sites and offices wherever we have an influence
- Encouraging environmental awareness among staff, suppliers and sub-contractors, by working with companies whose environmental attitude reflects our own, and increasing awareness by appropriate training
- Being environmentally forward thinking by reviewing our policy in line with the latest environmental concerns as they unfold in the everyday world
- Seeking alternative solutions where we have influence over the design elements of our projects, evaluating alternatives with reduced environmental impact where possible
- Assessing our environmental aspects and impacts, together with objectives and targets which are identified and recorded in accordance with company procedures
- Addressing site-specific environmental aspects and impacts prior to carrying out any activities on site
- Obtaining prior consent to certain activities being carried out, where it is our responsibility to do so
- Maintaining compliance to relevant environmental legislative and other requirements

## **2.0 ORGANISATION AND ARRANGEMENTS (Continued)**

### **2.2 RESPONSIBILITY FOR ENVIRONMENTAL MANAGEMENT**

ISO 14001 uses the term 'top management' to identify a number of key responsibilities with regard to environmental management. The roles that fall within VolkerStevin's 'top management' for the environment are shown below.

- Managing Director
- Regional / Contracts Directors
- Commercial Director
- Business Improvement Manager
- Senior Health & Safety and Environmental Manager (HSE)
- Environmental Manager
- VolkerWessels UK Head of Corporate Responsibility (CR)

**'Top management' responsibilities for the environment include:**

- Developing the Environmental Policy and objectives for VolkerStevin, and ensuring that the correct organisational structure and resources are in place to support these goals
- Promoting the policy and objectives to employees to increase awareness, motivation and involvement
- Ensuring that the goals and responsibilities for individual employees reflect our overall environmental objectives
- Ensuring our focus is on client requirements
- Ensuring the EMS is implemented to meet the needs of VolkerStevin, its clients and other interested parties
- Reviewing the EMS periodically
- Identifying ways in which to improve the EMS
- Appointing a management representative to monitor and report on the development, performance and improvement of the EMS

Different roles have varying levels of authority with regard to our EMS, and are explained as follows:

#### **Managing Director (MD)**

The MD (who is also the Board of Directors' representative for environmental management) holds overall responsibility for the operations of VolkerStevin, from developing long-term strategy for the business to overseeing its day-to-day activities. The MD is ultimately responsible for environmental issues, and together with the Head of Corporate Responsibility ensures that the company objectives and system are developed, implemented and managed to a beneficial conclusion.



## **2.0 ORGANISATION AND ARRANGEMENTS (Continued)**

### **2.2 RESPONSIBILITY FOR ENVIRONMENTAL MANAGEMENT (Continued)**

#### **Regional / Contracts Directors**

Responsible to the Managing Director for:

- The safe delivery of all VolkerStevin contracts
- Overseeing and supporting the effective implementation of the EMS and liaising with clients to ensure their satisfaction
- Training, supporting and mentoring their direct staff to develop their knowledge/ application of the EMS
- Accepting their individual role in providing environmental leadership and engaging active participation of workers in improving environmental performance
- Directing management under their control to implement the Environmental Policy at all times
- Co-operating with the VolkerStevin Senior HSE Manager to ensure proper communication exists at all levels
- Ensuring adequate planning is undertaken to provide appropriate resources, training and systems of working
- Ensuring the provision of this policy is kept under review having regard to changes in legislation, best practice and the company's business
- Treating the environmental management of sites under their control as a matter of the highest importance

#### **EMS Management Representative - Senior HSE Manager**

The Senior HSE Manager is the appointed Management Representative for environmental management, and has the authority to take any action necessary to ensure that environmental management is maintained. Formal amendment to the EMS is the responsibility of the Management Representative. Reporting to the MD, it is the responsibility of the Senior HSE Manager to:

- Ensure the effective use of the HSEQS department and its resources
- Ensure the advisory service provided by the department is an effective and practical interpretation of applicable regulatory, company and other requirements
- Assist the MD in setting realistic goals for continual improvement in environmental performance
- Develop the EMS to achieve the goals set
- Ensure the goals set are periodically monitored to agreed standards
- Ensure the company is audited against the standards detailed in the EMS

#### **Environmental Management – HSEQS Team**

For the purposes of clarification under ISO 14001, environmental management is not outsourced. Dedicated Environmental Managers are directly employed by the operational divisions of VolkerStevin.

In addition to this, VolkerWessels UK (VW UK) Corporate Responsibility provides strategic direction, performance management, occupational health, IMS management, technical services and compliance support to all of the VW UK companies.



## **2.0 ORGANISATION AND ARRANGEMENTS (Continued)**

### **2.2 RESPONSIBILITY FOR ENVIRONMENTAL MANAGEMENT (Continued)**

#### **Senior Health & Safety and Environmental Manager (HSE)**

Reporting to the Managing Director the Senior HSE Manager is responsible for ensuring effective implementation of the EMS. As a technical specialist they provide support, guidance and training.

The responsibilities of the Senior HSE Manager are to:

- Play a key part in improving the environmental performance of our activities
- Inform, guide and support the workforce and in doing so create workplaces with a positive attitude to environmental management
- Visit sites regularly and monitor performance in relation to the policy and procedures
- Discuss and plan the implementation of future works with respect to the environment
- Carry out auditing in accordance with company procedure Q03 *Audit* to ensure compliance with existing requirements and identify any areas for improvement
- Represent VolkerStevin in communications with any environmental regulatory or other external enforcing authorities or organisations
- Ensure that reports are compiled where necessary to enable corrective action to be implemented by site management
- Ensure thorough investigation is made and appropriate records are compiled where environmental incidents occur, and make recommendations to prevent recurrence
- Advise environmental training requirements
- Ensure that VolkerStevin environmental management documentation is appropriate and maintained to reflect any changes in legislation and company requirements
- Maintain their competence through continual professional development
- Adhere to the professional code of conduct as set through membership of the Institute of Environmental Management and Assessment (IEMA), the Chartered Institute of Wastes Management (CIWM), and the Institute of Ecology and Environmental Management (IEEM)
- Identify opportunities for improvement

## **2.0 ORGANISATION AND ARRANGEMENTS (Continued)**

### **2.2 RESPONSIBILITY FOR ENVIRONMENTAL MANAGEMENT (Continued)**

#### **Environmental Manager**

Reporting to the Senior HSE Manager, the Environmental Manager is part of an HSEQS team responsible for ensuring effective implementation of the EMS. As a technical specialist they provide support, guidance and training.

The responsibilities of the Environmental Manager are to:

- Play a key part in improving the environmental performance of our activities
- Inform, guide and support the workforce and in doing so create workplaces with a positive attitude to environmental management
- Visit sites regularly and monitor performance in relation to the policy and procedures
- Discuss and plan the implementation of future works with respect to the environment
- Carry out auditing in accordance with company procedure Q03 Audit to ensure compliance with existing requirements and identify any areas for improvement
- Represent VolkerStevin in communications with any environmental regulatory or other external enforcing authorities or organisations
- Ensure that reports are compiled where necessary to enable corrective action to be implemented by site management
- Ensure thorough investigation is made and appropriate records are compiled where environmental incidents occur, and make recommendations to prevent recurrence
- Advise environmental training requirements
- Ensure that VolkerStevin's environmental management documentation is appropriate and maintained to reflect any changes in legislation, company and other requirements
- Maintain their competence through continual professional development
- Adhere to a professional code of conduct as set through membership of the *Institute of Environmental Management and Assessment* (IEMA), the *Chartered Institute of Wastes Management* (CIWM), the *Chartered Institution of Water and Environmental Management* (CIWEM) or the *Institute of Ecology and Environmental Management* (IEEM)
- Identify opportunities for improvement

## **2.0 ORGANISATION AND ARRANGEMENTS (Continued)**

### **2.2 RESPONSIBILITY FOR ENVIRONMENTAL MANAGEMENT (Continued)**

#### **Head of Corporate Responsibility (CR)**

The Head of CR is responsible for the implementation and development of sustainable business practices throughout VolkerWessels UK shared services and business units, to maintain compliance to corporate, legal, and stakeholder requirements. Reporting to the VolkerWessels UK CEO, the responsibilities of the Head of CR are:

- Oversight of health, safety, environment, quality and sustainability activities and staff across VW UK business units
- Oversight of corporate governance and risk management
- Development of CR strategy through a strategic view of the business environment
- CR management reporting and communications within VW UK and to VolkerWessels
- Management of the integrated management system, its related systems and applicable memberships, affiliations and registration schemes
- Provision of occupational health services to VW UK and its business units
- Commitment to the growth and development of employees, including the delivery of training services and external course provision
- Development of sustainable business practices including the selection and integration of tools and techniques
- Understanding the role of government, business, NGOs, society, global and local issues and how they interact with each other and their impact on VolkerWessels UK
- Development of systems and protocols, including IT platforms, to support the needs of the business
- Lead officer for major incidents and provision of legal support services

#### **Integrated Management Systems (IMS) Managers**

Reporting to the Head of Corporate Responsibility the IMS Managers are responsible for

- Establishing the EMS requirements in line with BS EN ISO 14001:2004
- Working with the Head of CR and HSEQ teams to ensure legal, sector specific, and other requirements are integrated within the EMS
- The co-ordination of activities related to the implementation, development and maintenance of the EMS
- Control, publishing and maintenance of the IMS within Workspace (our business management system)

## **2.0 ORGANISATION AND ARRANGEMENTS (Continued)**

### **2.2 RESPONSIBILITY FOR ENVIRONMENTAL MANAGEMENT (Continued)**

#### **Contracts Management / Site Supervision**

It is the responsibility of contract / site management to:

- Be familiar with and observe all relevant statutory provisions applicable to construction and related industries
- Implement the company's procedures for dealing with sub-contractors and ensure proper co-operation and co-ordination takes place between the various parties who may share the workplace/site
- Provide an overall Environmental Management Plan for each project, making an adequate assessment of the risks involved, and ensuring that systems of work and method statements are produced, followed and reviewed in line with the EMS
- Ensure activity and/or substance-specific assessments under the Control of Substances Hazardous to Health (COSHH) Regulations are made and communicated to those at risk
- Ensure employees, self-employed, temporarily employed, trainees and non-employed persons have received adequate training and information about the activity they are required to undertake, particularly by ensuring induction is provided for those attending a location for the first time
- Ensure employees are aware of the company's policy for environmental management and that they have understood its requirements
- Liaise with others as applicable and support initiatives for environmental representation
- Report all environmental incidents to the appointed Environmental Manager, carry out investigations, make recommendations to prevent recurrence and ensure this information is effectively communicated
- Arrange environmental inspections and audits with the appointed Environmental Manager
- Ensure that weekly health, safety and environment inspections are carried out
- Implement the advice given by the company's appointed Environmental Manager
- Attend environmental training arranged by the company

#### **Site Foremen / Gangers**

It is the responsibility of foremen and gangers to:

- Ensure operatives are suitable, competent, trained and authorised to carry out the work
- Provide effective front-line supervision on site and ensure that operatives are instructed in the detail of environmental protection as it applies to particular construction operations
- Encourage the workforce to work in an environmentally acceptable and tidy manner, and where necessary, discipline offenders
- Be familiar with and observe all relevant statutory provisions applicable on site and take immediate action in respect of advice given by the company's appointed Environmental Managers
- Co-operate and liaise where appropriate with other contractors' site supervision

## **2.0 ORGANISATION AND ARRANGEMENTS (Continued)**

### **2.2 RESPONSIBILITY FOR ENVIRONMENTAL MANAGEMENT (Continued)**

#### **All employees, sub-contractors and any other persons working on our behalf**

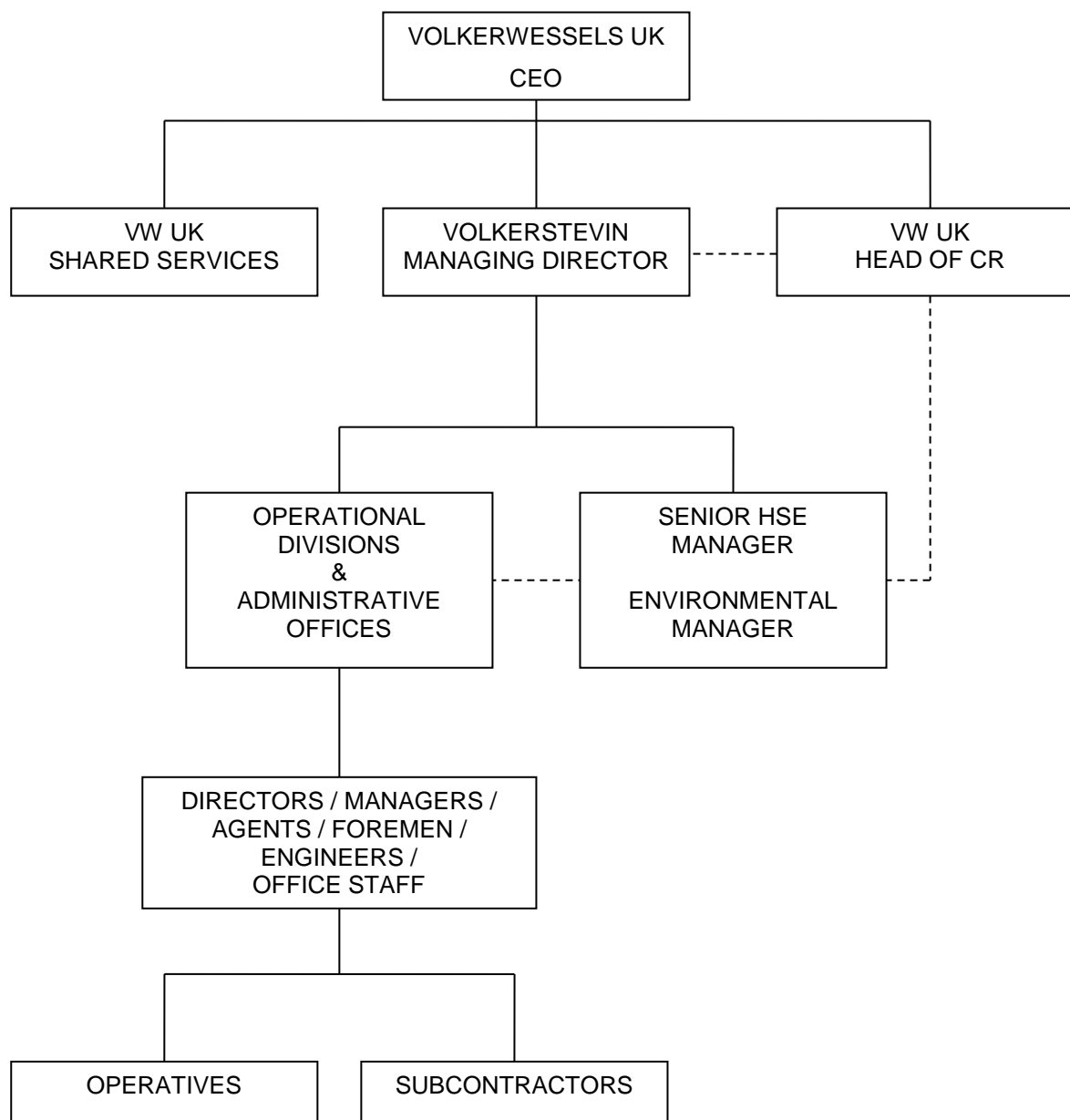
It is their responsibility to:

- Be familiar with the Environmental Policy and co-operate with management/supervision in its implementation
- Understand the parts of the Environmental Policy applicable to them and take part in the protection of the environment
- Follow the instructions given regarding the prevention of pollution and environmental compliance as part of working methods for particular tasks
- Keep equipment in good order, use the correct equipment for the task, and report any defects in plant and equipment or any shortcoming in environmental protection to their Manager / Supervisor
- Contribute to a responsible culture, be aware of relevant site environmental rules and abide by requirements

## 2.0 ORGANISATION AND ARRANGEMENTS (Continued)

### 2.3 ORGANISATION AND STRUCTURE

The company is managed by the board of directors, with the structure for environmental management as detailed below:



## **2.0 ORGANISATION AND ARRANGEMENTS (Continued)**

### **2.4 IMPLEMENTATION**

The Site Management Plan shall assign responsibility to relevant parties to ensure these policy and practice requirements are met. The system is implemented by preparation of Site Management Plans, incorporating specific requirements for the site concerned. These include requirements identified in documents produced by the client or their representative, together with documented company management procedures, which ensure compliance with legislation, regulations and codes of practice relevant to the environment. The VolkerStevin EMS is summarised on the following page.

Emergency requirements shall be detailed within the Site Management Plan where identified as necessary or specified with contract documents. These shall include details of provisions and procedures for control of incidents, such as oil spillage, to prevent detrimental effects on the environment. Where necessary, these measures may be tested by carrying out an exercise such as a mock environmental spill.

### **2.5 IMPACT ASSESSMENT**

Aspects of our activities which have an impact on the environment shall be identified, and we shall endeavour to mitigate adverse effects.

### **2.6 WORK METHODS**

Operations with the potential for environmental impacts shall be carried out in accordance with detailed method statements, company procedures and details identified within the Site Management Plan, together with relevant codes of practice produced by statutory/regulatory bodies.

### **2.7 COMMUNITY RELATIONS**

We will inform appropriate parties of how and when our operations will affect them, through public meetings, notices, and signage or by verbal or written means.

VolkerStevin is an Associate member of The Considerate Constructors Scheme (CCS). As such all projects (acting in the Principal Contractor role) over six weeks duration will be registered with CCS and abide by the CCS code of practice. The CCS code assesses sites over the following categories:

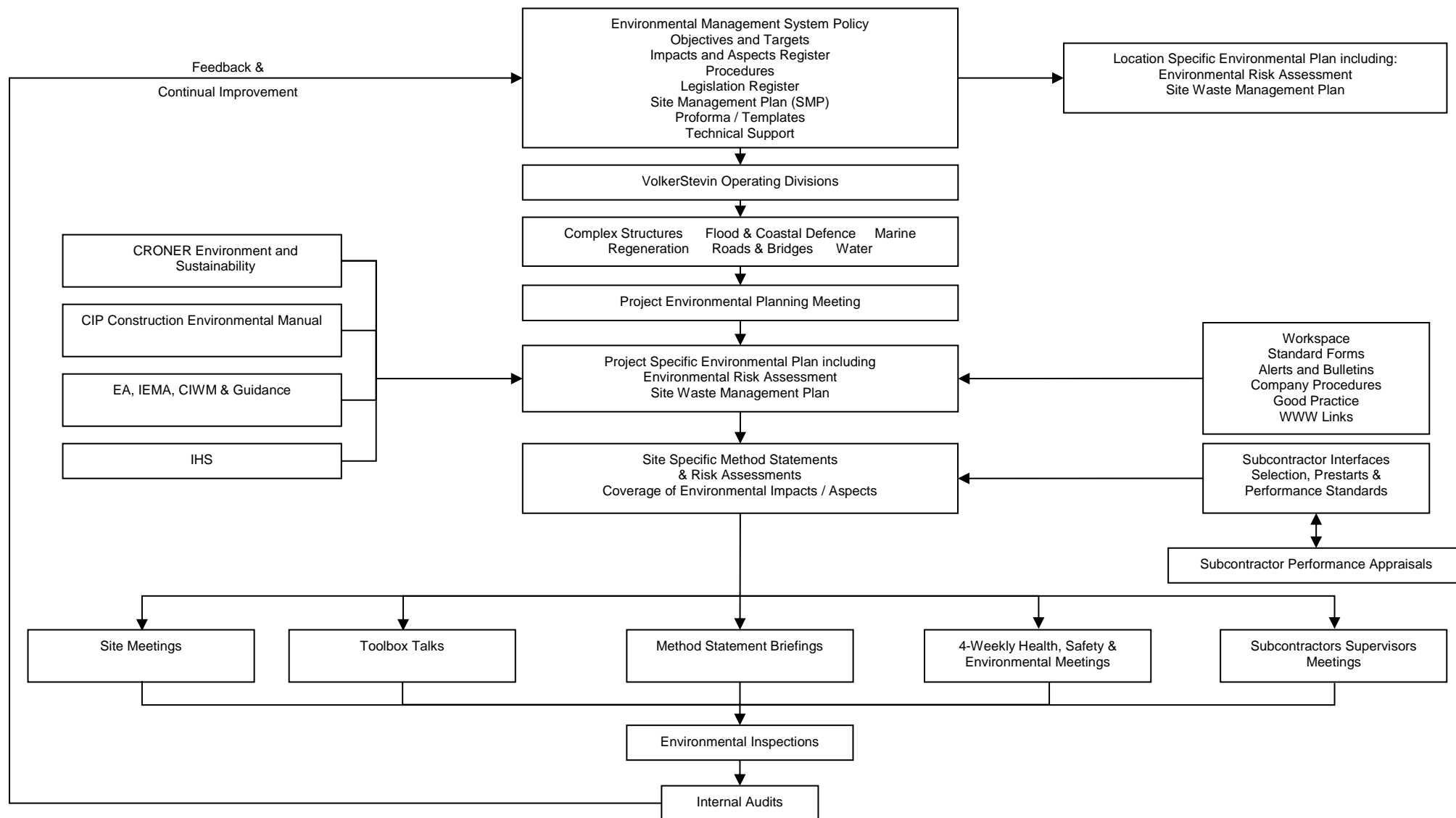
- Appearance
- Community
- Environment
- Safety
- Workforce

Project performance against these criteria will be evaluated by an independent assessment by the CCS.

### **2.8 TRAINING**

Training requirements are identified through Personal Development Reviews or requested by individuals responsible for an activity.





## 2.0 ORGANISATION AND ARRANGEMENTS (Continued)

Company procedures and details, relating to 'Organisation and Arrangements':

- E01 *Environmental Aspects & Impacts*
- E02 *Environmental Objectives, Targets and Programmes*
- E04-VS *Waste Management*
- E11 *Hazardous Waste*
- Control of Substances Hazardous to Health
- H03 *Legislation Compliance*
- Q01 *Control of Documents*
- Q02 *Control of Records*
- Q03 *Audit*
- Q04 *Non-conformance and Corrective Action*
- Q06 *Preventive Action*
- Q07 *Management Review*

### 3.0 CHECKING AND CORRECTIVE ACTION

A health, safety and environmental meeting is held at four weekly intervals on each contract, at which environmental issues identified within the Site Management Plan are discussed.

Regular inspections are undertaken during construction to ensure that work is being carried out in an environmentally sensitive manner until the project is completed.

Internal environmental audits are completed 6-8 weeks after project commencement and every six months thereafter to ensure that the company policy and objectives are being complied with.

All monitoring / measure and test equipment shall be of known status in relation to recognised standards, with records of location and findings maintained accordingly.

Any non-conformance or incident regarding an environmental issue shall be recorded, with appropriate corrective and preventive action identified and implemented.

Upon completion of a project, environmental records shall be retained for the contract-specified period, usually a minimum of 12 months, and shall only be destroyed after checking the legal requirements for retention.

Where a complaint is raised, prompt action will be taken to resolve the situation to avoid further upset.

Company procedures and details relating to 'Checking and Corrective Action':

- Q04 *Non-conformance and Corrective Action*
- Q06 *Preventive Action*

## **4.0 PREVENTIVE MEASURES**

### **4.1 WATER POLLUTION**

We will take every reasonable precaution to ensure the protection of rivers, streams and other watercourses:

- Consent will be obtained from the relevant environmental regulator before discharge into a watercourse takes place, and provisions made to ensure such discharge is safe
- Where there is a risk of contamination to a watercourse, control measures shall be identified and where necessary agreed with the regulator
- Settlement tanks or lagoons shall be used where there is a risk of silt contamination
- Where work is being carried out near a foul tank or trunk sewer, we will give the required notice to the Water Authority prior to commencement of any works
- Cleaning of concrete and mortar batching/delivery plant and equipment shall only be carried out at agreed locations where resulting effluent cannot flow into watercourses and drains. Wherever possible we will minimise concrete washing out on site, encourage suppliers to use facilities at the production plant

### **4.2 NOISE POLLUTION**

VolkerStevin recognises that noise is a very sensitive issue. For this reason our operations will be controlled to comply with the Control of Pollution Act 1974.

To help meet this requirement we will assess areas of concern before commencing operations. This will be especially important when operating near hospitals, schools, residential areas and places of work.

We will:

- Based on the programme of works, assess environmental noise impact
- Consider all alternative construction methods, which offer the minimum noise levels
- Maintain plant to ensure optimum performance and to eliminate avoidable noise (including the use of silencers / mufflers where applicable)
- Use noise reduction screens where necessary
- Restrict working hours to avoid particularly noise-sensitive times, such as evenings, wherever possible

## **4 PREVENTIVE MEASURES (Continued)**

### **4.3 AIRBORNE POLLUTION**

The effects of airborne pollution shall be considered by site personnel. Fundamental factors they will need to consider include:

- The ease with which particles contained in dust and smoke can spread, especially in strong or prevailing winds
- The consequent danger to people in the immediate area and further afield

Where operations will create dust, appropriate actions will be taken to keep it to a minimum. Operations to be controlled in this way include:

- Rubbish dumping in skips - sheeting shall be used to prevent the escape of dust, particularly during transportation
- Cutting, grinding or similar operations - to mitigate the effect, a water suppressant or vacuum device will be used
- Earthworks/haulage routes on site - dust will be controlled at source using vehicle speed restrictions and/or damping down procedures. Precautions will be taken to ensure that water used in the damping down process, which may have become contaminated, does not run into a watercourse or surface drainage
- Manage stockpiles to reduce dust, not solely relying on damping down

The use of plant and machinery close to residential dwellings will be closely controlled so that the effects of exhaust emissions are restricted. Similar consideration will be given to the routing of vehicles.

### **4.4 VISUAL POLLUTION**

Perception of correct environmental behaviour is often influenced by a variety of visual signals. We will do everything we can to behave in an environmentally sensitive way, but also to be seen to be doing so.

The following actions will therefore be taken in and around our operational sites:

- Site boards and public information signs will be kept clean and will comply with local requirements
- Access routes will be properly marked
- Good site tidiness will be an on-going objective with materials properly stored, rubbish regularly cleared and vehicles sensibly parked
- Artificial lighting will be utilised in such a way that minimises impacts on site neighbours

### **4.5 WASTE**

In recognition of the fact that the earth's resources are finite, every step possible will be taken to minimise waste through reduction, re-use, recycling or other techniques (refer to section 5.0 for further information).

## **4 PREVENTIVE MEASURES (Continued)**

### **4.6 ENERGY CONSUMPTION**

Energy consumption shall be monitored both during our construction activities and at fixed offices, with a view to seeking opportunities for reduction wherever practical. Wherever possible we will select fixed offices, and seek to establish site offices, with energy saving measures / technology.

Company owned and operated vehicles shall generally be diesel powered, which is considered to be more energy efficient than equivalent petrol driven vehicles, resulting in less fuel consumed by our fleet generally. Vehicles operated by the company shall also be serviced in accordance with the manufacturer's details to maintain efficiency and minimise pollution.

Inductions will include, where practical and relevant, advice on reduction of energy consumption.

The company is committed to the reduction in energy consumption and pollution, and will do so where relevant and practical.

### **4.7 CARBON FOOTPRINT**

Our carbon footprint will be measured on an annual basis. Relevant reports will be issued in accordance with recognised emission reporting protocols, and where necessary be validated by a third party. Where possible, and when requested, the company will disclose our carbon footprint data in accordance with standard Carbon Disclosure protocols.

### **4.8 WATER CONSUMPTION**

Water consumption shall be monitored both during our construction activities and at fixed offices, with a view to seeking opportunities for reduction wherever practical. Appropriate water saving measures and devices will be made available where practical to do so.

The company is committed to the reduction in water consumption and will do so where relevant and practical.

### **4.9 RESPONSIBLE TIMBER PROCUREMENT**

The UK government recognises wood certified under the FSC and PEFC schemes as "verified legal and sustainable".

In line with these policies, VolkerStevin will ensure that we and our supply chain only procure timber, timber products and timber sheet materials from FSC or PEFC schemes. Those which cannot demonstrate they are from FSC or PEFC schemes must not be used. Timber from illegal and unsustainable sources must not be used.

### **4.10 COMPANY PROCEDURES**

Company procedures and details relating to 'Preventive Measures':

- E04-VS *Waste Management*
- E11 *Hazardous Waste*
- Environment Agency Pollution Prevention Guidelines

## **5.0 WASTE MANAGEMENT**

### **5.1 STRATEGY**

A Waste Co-ordinator is appointed on all VolkerStevin projects and whilst everyone on site will be called upon to do everything they can to minimise waste, it is the waste coordinator's responsibility to ensure that the following actions are addressed:

- Minimise waste and ensure its correct storage and removal
- Where possible, segregate individual waste types so that materials can be reprocessed for use on site or sold on. Wherever practical the preferred option is for recyclable material to be reused on site or on another suitable project
- Ensure that hazardous wastes are not mixed with general site waste
- Ensure that different hazardous wastes are not mixed
- Under no circumstances allow waste to be burned on site
- Store liquid waste in a suitable manner for eventual removal to a specialist disposal site
- Take care that stored liquid waste does not permeate into the ground
- Prevent unsupervised or unauthorised discharge of liquid waste to a watercourse, drainage or sewer system. Where discharge is allowable, obtain consent from the appropriate authority, and monitor at all times

### **5.2 WASTE DISPOSAL PROCEDURES**

All waste will be taken to locations authorised to accept the waste in accordance with an appropriate Environmental Permit or Exemption.

Hazardous waste and non-hazardous waste will be separated and handled as appropriate.

Transport of waste materials to the appropriate location will only be undertaken by a licensed waste carrier.

### **5.3 WASTE CONTROL DOCUMENTATION**

To ensure correct disposal of waste, documented procedures will be implemented and fully complied with.

#### **NON-HAZARDOUS WASTE**

A waste transfer note will be completed in accordance with the Waste (England & Wales) Regulations 2011 and the Environmental Protection (Duty of Care) (Scotland) Regulations 2014.

#### **HAZARDOUS WASTE**

All sites or locations in England or Wales producing more than 500kg annually of hazardous waste will register with the Environment Agency as a hazardous waste producer. Consignment notes will be completed in accordance with the requirements of the Hazardous Waste Regulations or Special Waste Regulations (as applicable), as detailed in procedure E04-VS *Waste Management*.

The person on site in charge of waste disposal will obtain the name and address of the disposal location before the consignment leaves. That person will ensure that the location has an appropriate permit and if in doubt shall contact the Environment Agency / SEPA. Documentation shall also be obtained from the carrier validating correct disposal.



## **5 WASTE MANAGEMENT (Continued)**

### **5.4 SITE WASTE MANAGEMENT PLANS**

All sites, regardless of size or value will complete a Site Waste Management Plan (SWMP).

The SWMP includes the collection of data relating to waste and non-wastes (e.g. in-situ reuse of clean excavated material), as well as Duty of Care information on waste carriers and final destinations. SWMP data is gathered by Corporate Responsibility for annual objectives, benchmarking and for the driving of waste reduction strategies.

### **5.5 COMPANY PROCEDURES**

Company procedures and details relating to 'Waste Management':

- E04-VS *Waste Management*
- E11 *Hazardous Waste*
- E09 *Use of Materials on Projects*

## **6.0 CONTAMINATED LAND**

We shall only remove contaminants where instructed to do so. Wherever possible, we shall carry out remediation as an alternative to eliminate or minimise the environmental risk.

### **6.1 ASSESSING THE HAZARD**

An assessment will be made prior to appropriate remedial action being taken. The area(s) of hazardous waste shall be identified on site and cordoned off accordingly.

### **6.2 EMPLOYEE/PUBLIC SAFETY**

All work will be carried out in accordance with appropriate HSE publications, and specific method statements, with dirty / clean areas being established and identified as appropriate.

### **6.3 PERSONAL PROTECTIVE EQUIPMENT**

All visitors and persons working on a contaminated site shall wear suitable protective clothing. Further precautions will depend upon the activities being carried out on site as well as the type of work being undertaken by the person(s) in question.

### **6.4 DEALING WITH CONTAMINATED MATERIAL**

Hazardous waste will be removed and taken to a location authorised to accept the waste under an Environmental Permit, or wherever possible, materials that can remain on site will be isolated by an appropriate encapsulation method, or be suitably remediated. Before leaving the site, all vehicles shall be checked to prevent contaminants being spilt or deposited on the public highway.

### **6.5 BUNDED STORAGE AREAS**

These will be used to avoid the spillage and spread of contaminated materials around the site.

### **6.6 STORAGE TANKS FOR CONTAMINATED LIQUIDS**

These will be located on firm foundations above the ground so that they can be regularly inspected for corrosion or leaks. They will be banded and lined with an appropriate impermeable material, with clear markings to show capacity and contents. Where existing tanks are in place, these shall be used and removed if required upon completion of the works.

## **7.0 PROCUREMENT POLICY**

### **7.1 INTRODUCTION TO THE PROCUREMENT POLICY**

The environment and sustainability are key issues within our business. This strategy seeks to balance commercial considerations and quality whilst ensuring that environmental impact is considered.

VolkerStevin spends a significant sum each year on a wide range of materials. The vast majority of these materials are incorporated into the works that we construct.

Environmental and sustainability issues can be incorporated into the whole procurement process: defining the need, evaluating options, design and specifying, supplier selection, and post-contract management. For this reason, the procurement function is ideally situated to facilitate the development of procurement options that address environmental issues.

The objective is to deliver workable and commercially acceptable environmental solutions specific to each contract and our input and level of resources will directly relate to the potential environmental benefit.

This strategy is intended to facilitate incremental improvements, leading to significant benefits in the long-term.

Wherever possible within the constraints of the individual contracts, we will:

- Assess the environmental impacts of our procurement
- Seek continual improvement of our environmental performance and publicise the results annually
- Work with our suppliers and clients to ensure that, wherever practical, we procure materials to make a more sustainable environment for future generations

Addressing environmental and sustainability issues through the procurement process has the potential to deliver on these commitments in a cost effective manner. This also provides opportunities to use our influence to ensure that our suppliers and clients also assist us in meeting these commitments.

This strategy demonstrates that we intend to proactively carry out our procurement function whilst equally recognising our responsibilities to the environment.

This strategy is endorsed and supported by the Main Board of Directors and Senior Managers of the company.

### **7.2 AIMS OF THE PROCUREMENT POLICY**

The strategy is designed to support our “Environmental Policy and Practice” and in doing so:

- Reduce the consumption of raw materials throughout our business
- Increase the amount of recycled materials that we use
- Increase the percentage of materials that we procure from sustainable sources
- Influence our suppliers in adopting positive approaches to the environment
- Deliver the most appropriate environmental solutions arising from our procurement function
- Develop and promote environmental procurement across the company
- Complement and work with existing environmental policies and initiatives within the company

## **7 PROCUREMENT POLICY (Continued)**

### **7.3 OBJECTIVES OF THE PROCUREMENT POLICY**

#### **Training & Awareness**

To raise awareness and skills of appropriate staff across the business in how to assess and select most beneficial environmental procurement options.

#### **Procurement Process**

To ensure most effective environmental assessments are integrated into everyday procurement functions and to provide all procurement staff with the relevant supporting tools and techniques that can be used without the need for any environmental expertise.

#### **Communication**

Promote awareness of this strategy within the business and to any appropriate external body.

Promote achievements and developments relating to environmental procurement within the business.

#### **Research & Collaboration**

Continuous research on environmental products, services, initiatives and forthcoming legislation etc. to ensure the procurement process takes account of latest developments.

Identify best practice and aim to introduce collaborative approaches with our clients.

#### **Measurement, Reporting & Review**

Based upon the information obtained from our own procurement activities and from our “Top” Suppliers, we will provide annual reports to the Managing Director, Purchasing Director and Head of CR.

#### **Business Ethics**

VolkerStevin will:

- Behave legally, honourably and ethically at all times
- Remain opposed to bribery and the receipt of goods within the context of all aspects of its business
- Trade and compete fairly, within a framework of applicable competition law
- Source a series of company-wide term deal orders to attempt sourcing of goods where possible and practical from local sources
- Attempt to ensure free and open trade within the guidelines of the specification and its ethical conduct. The client generally specifies goods and services, however where value engineering can be undertaken it is encouraged
- Procure fairly traded goods in line with the requirements of its clients and its own procurement guidelines