

ADM - ENVIRONMENTAL POLICY

ADM Surveyors Limited seeks to understand the impacts on the environment of its activities at a local, national and global level. We seek solutions to environmental problems by adopting sound principles and best practice, both within its immediate locality and in the wider community. ADM Surveyors Limited accepts responsibility to demonstrate environmental protection and enhancement through appropriate research.

ADM Surveyors Limited will comply with all applicable environmental legislation, regulations and other environmental obligations relevant to its operations.

ADM Surveyors Limited is committed to being guided by the following principles within the office environment and project design in the recognition they are cross connected:

- The practice of responsible energy management through reduced consumption and the encouragement of energy efficiency throughout the office.*
- The protection, conservation and enhancement of the natural and cultural heritage.*
- The creation of a high-quality working environment through the discouragement of litter and waste.*
- The encouragement of the use of public transport and the provision of facilities for the disabled, pedestrians and cyclists.*
- The choice of products and suppliers which minimise negative environmental impacts subject to necessary budgetary constraints.*
- The minimisation of waste by reduced consumption and the development of effective waste management and recycling procedures.*
- The non-use of hazardous materials and processes, and the taking of all reasonable steps to prevent damage to either public or ecological health.*
- The continued monitoring and audit of its environmental policies and practices.*

ADM Surveyors Limited is committed to the protection and enhancement of the environment. It takes a close and responsible interest in, and considers and respects the physical, economic and social environments on all projects in which it is involved.

We aim to contribute towards environmental improvement and sustainable development by using best practice and innovation to minimise environmental impacts.

Environmental impacts are assessed at every stage of the business process in consultation with organisations working on behalf of ADM Surveyors Limited including designers, contractors etc. to develop agreed solutions that are sympathetic to the environment and community.

ADM Surveyors Limited plays an active role in supporting and encouraging contractors in reducing their environmental impacts.

ADM Surveyors Limited's policy relies on these environmental principles:

- *Managers will demonstrate the leadership and commitment necessary to foster a culture of environmental responsibility*
- *Minimise and where possible, eliminate impacts on the surrounding social and natural environment*
- *Implementation of the Environmental Management System and manage environmental factors including:*
 - 1) *Pollution minimisation*
 - 2) *Resource and waste management*
 - 3) *Ecologically sustainable development*
 - 4) *Water quality management environmental risks are to be identified, assessed and controlled to minimise and mitigate the environmental impacts of our operations*
- *All staff have a responsibility to protect the environment and to prevent pollution*
- *All staff will be provided with the knowledge, awareness and resources required to meet their environmental responsibilities; and*
- *Operations, decisions, plans and actions will be conducted in accordance with this policy.*

This policy covers all areas of the business.

Our objectives are to:

- *Comply with, and endeavour to exceed, the requirements of all relevant environmental legislation, codes and guidelines*
- *Continually strive for improvement in the environmental performance of its workforce*
- *Take proactive measures to protect and preserve wildlife & flora and their natural habitats*
- *Prevent pollution and protect both the natural and built environment*
- *Reducing the effects of noise, dust, disturbance and inconvenience arising from its activities*
- *Establish periodic reviews of environmental impacts associated with company activities*
- *Adopt best practice, set targets, monitor and continuously improve environmental performance*
- *Identify and implement a continuous programme of measures to minimise identified environmental impacts,*
- *Involve all employees in development and implementation of our environmental action plan*
- *Minimise waste through re-use and recycling to reduce the amount of materials being disposed of in land-fill sites and safely dispose of any other types of waste*

General office procedure commitments to focus on include reducing consumption of resources by:

- *Use of e-mail for all correspondence, where possible*
- *Double sided printing, reuse of scrap paper and segregation of paper waste for recycling*
- *Conserve, reuse and recycle e.g. printer toner and ink cartridges*
- *Reduce energy usage in our buildings*

Each individual working for this company has a part to play in helping us to achieve and maintain a healthy environment for all.

Directors are responsible for providing leadership and ensuring environmental objectives are achieved.

Managers are responsible for implementing this policy within their departments.

Employees are responsible for following environmental procedures and reporting environmental concerns.

This policy will be brought to the attention of all employees and to all those working for and on behalf of the company.

ADM Surveyors Limited will undertake a proportionate risk assessment of the environmental risks that the company may face and monitor and review this at regular intervals.

*Steven Masic
Managing Director*

*Sam Kenyon
Managing Director*

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