

## Environmental Policy

Sunseeker Windows will do its best to make sure that all employees work in a healthy and safe environment.

Whenever possible Sunseeker Windows will try to work in a way that protects the environment. We will also work in a way that meets the needs of today's generation, without impacting too much on future generations. This is known as "sustainable development".

### **Sunseeker Windows objectives are:**

- To comply with current legislation, legal obligations, applicable statutory provisions and relevant codes of practice.
- To promote health, safety and environmental awareness throughout the organisation.
- To ensure staff are trained to understand the Policy and have the skills to implement it.
- To avoid damage to the environment by regularly reviewing the way we work
- To produce an environmental performance report on an annual basis to monitor progress.
- To use natural resources as efficiently as possible.
- To minimise the use of all materials, supplies and energy.
- Wherever possible, to use renewable or recyclable materials.
- Reduce fuel consumption and lower exhaust emissions.

### **To achieve this Sunseeker Windows will:**

- Implement, monitor and update the policy as required.
- Lead by example, and include the policy in staff induction and training, and update staff by email, training sessions, and team meetings.
- Actively encourage the use of recyclable materials and paper, and the recycling and reuse of these and other materials.
- Monitor premises and team performance and promote best practice in teams.
- Try, where possible, to trade with businesses with similar environmental standards to our own – suppliers, vendors and contractors.
- Show that we are serious about our commitment to sustainable development by including environmental issues in our strategic planning.
- Encourage staff to use energy and water resources efficiently.
- Reduce any unnecessary travel, and encourage staff to travel by public transport or by car sharing where possible.

This document is communicated to all employees and those working on behalf of Sunseeker Windows Ltd, and is made available to the public. It shall be the responsibility of all employees to ensure that the policy is applied at all times.



Graham Hinman  
Managing Director  
12/03/2012