

## Environmental & Sustainability Policy

Birkin Cleaning Services Limited (Birkin), is committed to promoting and responsibly conducting our business in a social, environmental, sustainable, and moral manner.

The Senior Management team aim to follow and promote good sustainability and firmly believes in ISO 14001:2015.

Birkin are committed to monitoring and improving environmental performance, pollution prevention and environmental protection of all activities and to help our clients, partnerships, and employees to do the same.

- 1 The maintenance of formal environmental management measures, designed to meet the requirements of ISO 14001:2015 and to comply with and exceed where practicable, all applicable legislative regulations, relevant environmental laws and other related requirements.
- 2 To ensure that all staff and where appropriate interested parties are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- 3 Birkin is committed to the conservation and improvement of the environment and to minimising the environmental impacts of the risks arising from our activities. To reduce this risk, Birkin try to:
  - Minimise physically travelling to meetings where alternatives are available such as conference calling.
  - Record emissions for business travel to monitor the impact.
- 4 Birkin will manage its operations in ways that are environmentally sustainable, economically feasible and provide appropriate environmental training for its staff.
- 5 To integrate sustainability consideration into all business decisions.
  - We engage with our clients to encourage innovative development of our products, services and systems to continually improve sustainable performance throughout the service lifecycle and build a profitable and sustainable business.
- 6 To minimise the impact on sustainability of all office and transportation activities.
  - Minimise use of paper and other office consumables, for example by double siding all paper used, and identifying opportunities to reduce waste.
  - As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.
  - Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
  - Where possible purchase fair-trade and eco-friendly.
- 7 In order to achieve this aim, Birkin has the following key objectives to promote and will respond positively to enquiries and suggestions from both inside and outside the company:



## Environmental & Sustainability Policy

- To promote sound environmental management and sustainable policies and practices throughout Birkin.
- Minimisation of use of energy through staff awareness, training and good housekeeping
- To promote environmentally responsible procurement of goods and services.
- To minimise waste production as far as is practicable & regulate the treatment and disposal of residual waste.
- Encourage staff to embrace the principles of the 3R's by Reducing, Re-using and Recycling wherever possible.
- To reduce and where practicable, prevent pollution.
- Monitoring and minimizing the levels of fuel use and CO2 emissions arising from vehicle usage in the conduct of our business activities.
- To minimise the adverse environmental impact of the decommissioning and disposal of Company assets.
- To communicate within Birkin and to the outside community, our environmental performance.
- To raise the awareness of staff of our environmental impact, activities and performance, and to promote good practice.

We adopt a systematic and integrated approach to all aspects of our business and are committed to complying with all our ISO accreditations. We are also committed to continually improving performance and to develop our management system processes and activities. We maintain a documented framework for ISO 14001: 2015 for setting, implementing, and reviewing our environmental and sustainability objectives and targets to drive forward this improvement.

Since environmental and sustainability compliance is integral to the operation of the organisation, any employees aware of any violation of this policy are required to report it to their Supervisor or other Manager/Director immediately.

The Directors have ultimate responsibility for this policy and through the Senior Management team will direct this policy to you and other interested parties.

Signed:

A handwritten signature in blue ink, appearing to read "Paul Ashton". The signature is fluid and cursive, written over a white background.

Paul Ashton, Chief Executive Officer

Date: January 2023