



Ref: P003

TLS Environmental Policy

Traffic Labour Supplies Ltd. (TLS)

Environmental Policy

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Environmental Policy Statement

Summary

Traffic Labour Supplies is committed to protecting and enhancing the environment. Environmental management is part of our decision making process, we work with our clients, partners and supply chain to undertake any environmental risk assessment, to minimise environmental impact and prevent pollution. Traffic Labour Supplies are committed to continual improvement and seeks to use materials, products and processes that deliver services which conserve and enhance the natural environment.

Principles

To meet these commitments we will:

- Establish, maintain and continually improve an effective environmental management system which continually considers our environmental impact in the way we undertake our business, its effects on the local community and people we represent.
- Comply with all environmental legislation, and any environmental stakeholders
- Identify areas of material environmental risk and implement measures that mitigate them to ensure pollution prevention, reduce adverse impact and where appropriate environmental enhancement, focusing on:
 - Reducing our impact on and adapting to climate change
 - Using the waste hierarchy for the management of waste through source reduction, re-use and recycling and responsible disposal.
 - Minimise the use of any natural resources, where practicable
 - Greater understanding and increased use of sustainable resources and products
 - Further develop our corporate social responsibility (CSR) and develop our people in doing so – i.e. providing food for our local food bank.
- Provide appropriate instruction to our staff of what to do in an environmental emergency and sustainability.
- Ensure environmental incidents are recorded, investigated, reported and action taken to correct or prevent adverse impact within our action log.
- Regularly measure any relevant key aspects of our environmental performance and report against benchmarks and targets.
- Ensure staff are trained appropriate to their role, on environmental awareness and how their role could affect the environment.
- Work with stakeholders, including key suppliers, contractors, customers and partners to manage and improve environmental performance and share best practice where applicable, through realistic and achievable targets.
- Communicate our environmental commitments, focusses, success and challenges to our employees and stakeholders.

Responsibilities



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Responsibility for the management of environment rests with our Managing Director. The M.D. has nominated the compliance manager to monitor the execution of the policy. All staff will receive the relevant training to promote and improve environmental awareness throughout Traffic Labour Supplies.

Paul Chamley

A handwritten signature in black ink, appearing to read 'P. Chamley'.

Managing Director

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1. SCOPE & REASON FOR POLICY

This Policy relates to all Company sites and activities, and all our employees, contractors, visitors and members of the public at these sites. The Policy also extends to non-company sites/areas where employees are undertaking approved work activities.

This Policy forms part of the Company's overall Integrated Business Management System (IBMS), ensuring that environmental management is effectively integrated within the daily management of the Company and is continuously developed and improved.

2. TLS LTD'S ENVIRONMENTAL STRATEGIC AIMS

Traffic Labour Supplies Ltd aims to deliver environmental improvements on three levels:

Universal - i.e. to act in a way that will protect our planet for future generations.

Corporate & Social - To comply with relevant legislation within the spirit of the law and to protect our corporate reputation and assist our local community through our corporate social responsibility. This in turn boosts our brand and our bottom-line.

Individual – Taking responsibility for how we contribute to the sustainability of the planet and how we help to promote the company's compliance and credibility. The individual benefits include enhanced job security and satisfaction.

The following strategic aims and objectives have been agreed in order to achieve the above.

2.1. Strategic Aim 1 – To develop and maintain a Proactive Culture

We believe that a pro-active environmental culture is an important element of our success. To create this culture and to continually improve our environmental performance we ensure that:

- Our environmental impacts are effectively controlled by making sure that our employees understand their responsibilities
- Our employees are competent by assessing the skills needed to carry out their tasks from an environmental perspective and providing all employees with appropriate and adequate instruction and training.
- Co-operation & consultation with us is encouraged through the participation of employees in consultation forums, involvement in the development of this policy, supporting plans/programmes environmental working practices and the undertaking of environmental roles.
- **Communication** is clear,
 - On what we will communicate
 - When it will be communicated and to whom
 - How it will be communicated to all in relation to the environment to ensure that all employees understand the environmental issues facing TLS Ltd and how they can positively impact on these issues

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- Environmental arrangements and working practices are effectively co-ordinated across the Company to ensure consistency and maximum effectiveness.
- All aspects of environmental management are checked and monitored by management to identify areas for improvement or non-compliances so that appropriate action can be taken

2.2. Strategic Aim 2 - To uphold and build on legal compliance

We have implemented and will continue to develop our BSI (British Standards Institute) certified ISO14001: EMS to ensure that we manage all our environmental impacts across TLS Ltd effectively and against agreed international standards, and continuously improve our environmental performance in line with our overall Strategy, Policy and Programmes.

2.3. Strategic Aim 3 - To focus on our environmental impacts, identify areas for improvement and measure performance

We have assessed our environmental impacts and identified those that are significant. These relate to energy consumption, waste and carbon footprint.

2.3.1. Energy consumption

We are committed to responsible energy management and will utilise energy efficiency schemes, methods and technologies throughout our premises, processes, plant and equipment by:

- Reviewing and improving our working practices.
- Building energy management and awareness into the decision making process.
- Delivering effective energy management information to all areas of the business and regularly reporting performance and benchmarks.
- Raising employee awareness through training and communication.
- Keeping abreast of all new and emerging low carbon technologies.

2.3.2. Waste

We are committed to responsible waste management and aim to reduce, reuse and recycle waste generated through our premises, processes, plant and equipment by:

- Reviewing and improving our working practices
- Building effective waste management and awareness into the decision making process
- Delivering effective waste management information to all areas of the business and regularly reporting performance and benchmarks.

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- Raising employee awareness through training and communication.

2.3.3. Carbon Footprint

- TLS & TA have a policy of sourcing labour that is located closest to the point of work. This minimises journey distances and times, reduces fuel usage and so, in turn, minimises the carbon footprint of the company.

2.4. Strategic Aim 4 - To extend focus beyond our organisation and into employees' homes and to other stakeholders such as suppliers and customers

- We will work with our employees and also our suppliers and contractors in order to influence and improve environmental performance as much as possible.

3. ORGANISATIONAL RESPONSIBILITIES FOR THE IMPLEMENTATION OF THE ENVIRONMENTAL POLICY

All employees have environmental responsibilities and these must be understood in order to ensure our Policy's effective implementation.

The responsibilities of various categories of people are defined in section 3.1 below.

In addition, a number of specialist groups have been formed to provide further environmental focus across the Company and these are identified in 3.2 below.

3.1 Environmental Responsibilities

3.1.1 The Managing Director

- The Company's Managing Director should determine and where necessary demonstrate leadership and commitment with respect to the environmental management system.
- And ensure the necessary competence of person's working under their control that affects the environmental performance and ensure resources required are available.
- The Director will demonstrate leadership and commitment with environmental issues and ensure clear communication of the effectiveness of such an environmental system and ensure these are fully considered in all relevant decisions and ensure others follow suit within the management hierarchy.
- Shall ensure that the relevant staff are supported and contribute to the effectiveness through training and appropriate education, or experience.

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3.1.2 Systems Manager

The Systems Manager is responsible for:

- Ensuring that an Environmental Management System is established, implemented and maintained in accordance with ISO14001:
- Implement arrangements to support the Environmental Strategy, Policy and Programme with any variations required to reflect conditions specific to all businesses/functions.
- **Working with the Senior Managers to ensure that company Managers:**
 - Understand and fulfil their environmental responsibilities in relation to the Environmental Strategy, Policy, Plans / Programmes
 - Consider the environment when making decisions in their areas of responsibility; and
 - Implement arrangements to support the Environmental Strategy, Policy, Plans/Programmes with any variations required to reflect conditions specific to their businesses/functions.
- Providing advice to the operating businesses and Company functions in their preparation of environmental budgets.
- Advising on new legislation and changes to existing legislation relating to the environment and assessing and advising on the implications for the Company.
- Generating progress reports for the Company Senior manager at quarterly intervals highlighting implementation and progress against agreed environmental plans and programmes including data on the Companies Environmental Key Performance Indicators for the relevant period
- Ensuring the ISO14001 Environmental Management System continues to remain effective and that it integrates with the company's overall Integrated Management System.
- Analysing the results of internal audits to ensure appropriate corrective and preventive action is implemented.
- Providing advice on best practice and new techniques in relation to the environment.
- Providing informed advice and support on environmental issues.
- Providing support for the development and implementation of a programme of training in relation to environmental legislation and related responsibilities and obligations.
- Representing the Company with relevant enforcement authorities as may be required and providing advice and support in respect of any legal proceedings on environmental matters.

3.1.3 Managers

Managers are responsible for:

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- Ensuring all employees understand the environmental policy and related Regulations.
- Ensuring all employees understand the significant environmental aspects or other potential impacts associated with their work.
- Ensuring that environmental issues are given sufficient consideration when planning and making decisions in their areas of responsibility.
- Identifying and managing budgetary requirements in their areas of responsibility to ensure compliance with environmental legal requirements.
- Ensuring that workplace and work practice inspections and checks are regularly undertaken in their areas of responsibility.
- Implementing both existing and any new specific arrangements, procedures and environmental working practices to ensure compliance with the Environmental Policy, Plans / Programmes and environmental legislative requirements.
- Allocating tasks appropriate to the individuals' capabilities and environmental training.
- Ensuring environmental incidents are appropriately reported and investigated promptly and that any corrective or preventive actions are taken as appropriate.
- Ensuring that environmental performance in their areas of responsibility is assessed, monitored and reviewed in order to continually improve on performance.

Non-people Managers

Non-people managers are responsible for:

- Ensuring that environmental issues are given sufficient consideration when making decisions e.g. financial or technical, in their areas of responsibility as these decisions may have an effect on the environment.

Supervisors / Team Leaders

- Supervisors / Team leaders may be assigned certain tasks by their Manager to enable those managers to fulfil their responsibilities as identified above, however the responsibility itself is not delegated.

3.1.4 Employees

Individual employees must:

- Carry out their assigned duties and tasks in accordance with the Environmental Policy and relevant arrangements, environmental working practices and Company rules and instructions.
- Not interfere with or mis-use anything provided in the interests of the environment or to do anything likely to endanger the environment.
- Co-operate fully with their Manager or any other person on environmental matters so far as is necessary to enable any statutory duty or requirement to be performed or complied with.

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- Make full and proper use of all equipment provided to protect the environment.
- Contribute to the effectiveness of environmental issues and understand the benefits of enhanced environmental performance.
- Report any known defects in equipment or systems that they believe is or may become the cause an environmental incident.
- Report situation and understand the importance of not conforming to the environmental systems. And to report in which they believe there are circumstances at work that pose a serious environmental risk.
- Report environmental incidents or near misses promptly and co-operate with any investigations.

4.SANCTIONS

Failure to comply with this Policy will be investigated and managed in accordance with the Company's Disciplinary Policy if required.

5.CONTACTS

The Managing Director should be contacted in relation to this Policy.

6.REVIEW ARRANGEMENTS

The Managing Director, with assistance from the Systems Manager, will review the Policy as and when required, or sooner if significant changes occur.

Paul Chamley



Managing Director

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Revision History

Revision	Date	What has changed?	Who has written it?	Who has approved it?
00	25/01/2014	First Issue	QE&SH Manager	MD
01	12/01/2016	Review	QE&SH Manager	MD
02	17/01/2017	Review	QE&SH Manager	MD
03	05/01/2018	New signatory to the Policy Key job titles changed Various responsibilities reassigned	QE&SH Manager	MD
04	17/03/2020	New MD's signature added, formatting and new reference No. assigned	Systems Manager	MD
05	17/03/2021	Reviewed and added TA logo	Systems Manager	MD
06	17/03/2022	Review	Systems Manager	MD
07	24/01/2023	New TLS Group Logo added	Systems Manager	MD
08	17/01/2024	Annual review	Systems Manager	MD
09	17/01/2025	Annual Review	Systems Manager	MD
10	17/01/2026	Review	Systems Manager	MD

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