

## **ENVIRONMENTAL POLICY**

### Introduction and aim

Maple Cleaning Services provides cleaning services to commercial and educational premises in Hemel Hempstead.

We recognise that our operations result in emissions to air and water, and the generation of waste.

It is our aim to comply with legislation and other requirements, continue to reduce the environmental impacts of our business and operate in an environmentally responsible manner.

### Responsibility

This environmental policy applies to all of our operations including management, office services, site operations, and procurement. Kevin Fuller has overall responsibility for ensuring that sufficient resources are made available to enable the business to achieve our environmental objectives and targets and that the policy is implemented. Kevin Fuller has the day to day responsibility for ensuring that the requirements of this policy are being followed and for monitoring the effectiveness of the objectives. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

### Objectives

- make efficient use of natural resources by conserving energy and water, minimising waste and recycling where possible
- meet our duty of care requirements in relation to waste by ensuring the safe keeping, transportation and subsequent recovery or disposal of waste
- work with suppliers to ensure they recognise and reduce the environmental impact of their products and transportation
- include environmental considerations in investment decisions for new plant, equipment or working practices
- use the most environmentally friendly cleaning products whenever possible
- reduce the generation of general and hazardous wastes by reducing the amount of stock held in stores and ensuring all jobs are accurately scoped and priced to ensure material usage is minimised
- recycle as much paper, cardboard, plastic and metal waste generated in the office as possible
- reduce paper usage by increasing the use of e-mail and electronic documentation

Maple Cleaning will review policies and procedures periodically to reflect changes in legislation and good practice.

**Kevin Fuller, Managing Director/Owner**