



## **Sustainability Policy**

ISO 9001:2015 & ISO 41001:2015

### **1. SUSTAINABILITY STATEMENT**

Spotless is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to our professional activities and the management of the organisation. We aim to follow and promote a robust sustainability policy to reduce the environmental impacts of all our activities and to help our clients and partners to do the same

### **2. PRINCIPLES**

Our Sustainability policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Sustainability Policy and encourage them to adopt sound sustainable management practices where necessary.
- To review, annually report, and to continually strive to improve our sustainability performance.

### **3. PRACTICAL STEPS**

In order to put these principles into practice we will endeavour to undertake the following propositions:

#### **Travel & Meetings:**

- Where practicability possible, walk, cycle, car share and/or use public transport to attend meetings, site visits etc.



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- Avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing, video conferencing and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients.
- Reduce the need for our staff to travel by providing home based working solutions. All managers are provided with a laptop, mobile phone, use of Google Apps and other cloud-based software.
- Where practicably possible we will gradually migrate the Company car and van fleet over to lower CO2 hybrid and electric vehicles.

### **Purchasing, Consumption of Resources and Recycling:**

- Reduce our energy consumption by purchasing energy efficient equipment and good housekeeping.
- Minimise our 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 all office waste, including paper, computer supplies and plastic. The Company provides and encourages the use of recycling bins at head office.
- Purchase electricity from a supplier committed to renewable energy. Seek to maximise the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes.

### **Electronic Equipment Waste:**

- Where possible, all faulty electronic equipment is repaired and reused.
- All WEEE waste is disposed of in accordance with the WEEE Regulations 2013.
- The Company provides a battery recycling point for all staff to use.

### **Working Practices and Advice to Clients:**

- Ensure that any sub-contractors that we employ take account of sustainability issues in their advice to clients. This is achieved through requiring all sub-contractors to complete a sub-contractor questionnaire before being added to our approved suppliers list.

### **Environmental Sustainability:**

Adhering to ISO14001 (2015), we believe in and encourage an effective environmental purchasing and supply management policy and strategy. We consistently work with our suppliers to ensure that goods and



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services purchased can be manufactured, delivered, used and disposed of in a safe, socially and environmentally responsible manner. We consider the following key issues:

- A. Whether the product or service is really required?
  - Could the need be met another way?
  - Is a suitable product already available within Spotless?
  - Can the requirement be met by renting or sharing rather than purchasing?
  - Would a smaller quantity suffice?
  
- B. Select products and services that;
  - Minimise the actual amount of material used
  - Avoid the use of hazardous materials
  - Are obtained from renewable resources
  - Minimise the use of consumables
  - Minimise energy consumption in use
  - Avoid depletion of resources
  - Use and emit fewer substances that damage the environment
  - Extendable life by incorporating future proofing elements to maintain or enhance the service provided
  - Have options for end of life management which minimise environmental impact
  
- C. Adopt a Lifecycle approach, by assessing the product's environmental impact from its production to disposal costs and these include, for example:
  - Manufacture/construction
  - Purchase
  - Maintenance/use
  - Recycling/disposal
  
- D. Purchase from suppliers that can demonstrate that they have action plans and results in terms of environmental improvement rather than those that merely have an environmental policy without any strategy for applying it.

Purchase from locally based suppliers where possible to minimise mileage and vehicle emissions.
  
- E. Continue to collect environmental information on products and services and work with suppliers. This holistic approach becomes part of most purchasing decisions and thus part of our organisation's culture.



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Such application of whole life costs to purchases will ensure best overall value for money. By utilising whole life costs, our team can demonstrate benefits versus cost in terms of: -

- Total operating costs
- Quality
- Delivery performance
- Design improvements
- Environmental performance impact

We believe that supply management has a pivotal role in developing and implementing environmental best practice and policies and by adopting responsible purchasing we are demonstrating environmental leadership and are an example in good practice.