

Sustainability Assessment & Procurement Policy

(Incorporating environment, waste, and corporate social responsibility) Enforcing this policy

Maldon Building Services Ltd has appointed Ian Freshwater to be responsible to ensure this policy remains relevant and appropriate to Maldon Building Services Ltd requirements.

Ian Freshwater will monitor / be monitoring the policies effectiveness and report back to Maldon Building Services Ltd any recommended changes.

Ian Freshwater will ensure that this policy is enforced through all levels of management and communicated via company induction or toolbox talk.

Summary Statement

Maldon Building Services Ltd is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to the professional activities of Maldon Building Services Ltd and the management of the organisation. We strive to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same. We are committed to continually improve the integration of sustainability into our working environment and business processes. Our aim is to play a proactive role in contributing to achieving sustainability where we have influence.

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, production, transportation and construction activities in which we are involved.
- To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.
- To review and to continually strive to improve our sustainability performance.

Assessment

Maldon Building Services Ltd have assessed the environmental and sustainable impact of our activities and consider our two main areas of environmental impact are travelling/ fuel and use of consumables/ packaging. We are firmly resolved to save raw materials and energy and exert a minimum load on the environment

Policy and Practical steps

In order to put our sustainable principles into practice we aim to practice the following steps wherever possible within our activities and encourage our suppliers and customers to do the same

Travel and meetings

- Walk, cycle and/or use public transport to attend meetings, site visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.
- Include the full costs of more sustainable forms of transport in our financial proposals, rather than the least cost option which may involve travelling by car or air.

- Where the only practical alternative is to fly, we will include costs for full air fares rather than budget airlines in our financial proposals, and appropriate offsets.
- Avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, 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 and partners.
- To reduce the need to travel to meetings and elsewhere, and facilitate regular client contact, we will arrange a web cam to clients for the duration of a project where appropriate.
- Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc., and promote the use of public transport by locating our offices in accessible locations.
- Actively encourage staff to travel to work by public transport, cycle or walking.
- Use an emissions recording scheme for business travel to monitor our impact.
- Encourage car pooling

Consumption of resources

Paper, Stationary and consumables

- Fax on used paper
- Print drafts on used paper
- Make note pads from scrap paper
- Spell check pre-printing to avoid mistakes and re-printing
- Use a smaller font size so less printing is required
- Minimise paper use via the increasing use of electronic means
- Email items where possible in preference of printing and posting.
- Minimise our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste.
- All copier paper to be at least 80% recycled.
- All office pads (flipcharts, bound pads, shorthand notebooks etc.), as well as envelopes, to be of recycled material
- Filing and storage products made from recycled paper include hanging files, lever arch files, box files, document wallets and square cut folders;
- Email footers include a statement to encourage the reader to save paper by either not printing, or if necessary, printing double sided;
- All new printers to be capable of duplex printing
- Minimise the amount of waste generated by encouraging staff, suppliers and clients to use electronic means of communication instead of paper means except where necessary

Use of Electronic Equipment

- We minimise energy consumption with a "Turn it off" Policy and a "No Stand-by " policy throughout all our premises.
- We aim to influence behaviours to ensure that unused equipment is fully switched off and not left on standby.
- We are currently investigating technological solutions to minimise power consumption out of hours on IT equipment.
- All redundant office equipment will be sold or donated for reuse or recycled.
- As office equipment is replaced, we purchase the most energy efficient equipment when compared with alternatives of a similar cost and performance and the most resource efficient equipment (e.g. toner waste etc) compared with alternatives of a similar cost and performance.
- Use of Eco Buttons on computers to minimise wasted energy when users are away from their desks for long and short periods

Packaging

- Minimise waste generated by using only essential packaging required to supply our products.
- Source recycled packaging wherever possible.
- Encourage our suppliers to minimise their packaging when delivering items to us

Waste

As far as possible, we arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.

- All waste paper, toner and ink cartridges, batteries, glass, cans, tins, plastic bottles, wood off cuts and wood dust are recycled or reused.
- Mobile phones, machinery, electronic and computer equipment is recycled or reused where possible.
- We order only what we need to use to minimise wastage of new and raw materials, especially on client sites.
- We encourage our contractors to order exactly what they require to perform a task to minimise wastage of raw and new materials.
- When managing sites, we encourage all contractors to keep and reuse as much material as possible, rather than place it in the waste facilities.

Energy Consumption

- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and turning items off completely when not in use.
- Good Housekeeping can minimise energy consumption. We educate our staff to take simple housekeeping measures to minimise energy consumption such as closing doors to keep heat in and keeping electronic equipment adequately ventilated to avoid excessive heat generation and overuse of energy for cooling.
- We aim to purchase electricity from a supplier committed to renewable energy.
- We seek to maximise the proportion of our energy that comes from renewable energy sources, whilst also supporting investment in new renewable energy schemes to minimise the impact of the energy.
- All lighting to use low energy bulbs where possible.
- Ensure computer equipment is set to go to standby when left for a short period and equipment turned off at night where practical.
- Install thermostat for heating, if practicable, to minimise heat wastage.
- To ensure hot water is of an appropriate temperature to minimise energy wastage in heating water.
- Consider and encourage the use of modern energy efficient machinery wherever possible

Water Consumption

- To minimise unnecessary use of water, as equipment is replaced in Maldon Building Services Ltd premises, we try to purchase the most water efficient equipment when compared with alternatives of a similar cost and performance.
- Use push style taps wherever possible to minimise wastage of water.
- Use toilet tank water minimisers where possible.
- Only fill kettles for required amount.
- Ensure that minimal water is used during cleaning of our premises, equipment and machinery.
- We try to develop measures that could be taken to reduce water use in the future

Emissions and Atmosphere

- To reduce the impact of emissions / toxins from office equipment wherever possible to minimise environmental impact.
- Create a healthy working environment - including having plants in the office.
- To minimise our atmospheric impact, we try to actively reduce our use of energy and emissions of greenhouse gases in transport, design, construction, maintenance and in the operation of our facilities.
- We aim to use products and supplies that have been produced by methods resulting in lower emissions wherever possible and to use products that have minimal emissions wherever possible.
- Contribute to our local community and the environment in supporting local green schemes wherever possible

Purchasing policies

- We aim to reduce the total impact of products purchased (including product miles).
- Ensure that timber furniture and any other timber products, are recycled or from well-managed, sustainable sources and are certified.
- Purchase products and use suppliers locally to our premises or client sites, wherever practical to minimise product miles.
- Where possible and client demand allows, purchase fair trade or organic products.
- To reduce the impact of beverages purchased and to support fair-trade, purchase fair-trade and/or organic food and beverages for our premises.
- 100% of tea and coffee purchased fair-trade.
- All waste bags to be made from recycled and / or biodegradable plastic.
- Replace company cars with more efficient models as they become due for replacement

Working practices and advice to clients

- We seek to generate a business culture that actively encourages best sustainable practices through information and education of our staff, suppliers and customers.
- We seek sustainable consumption and production by working with our customers and suppliers to achieve 'more with less', through more efficient use of human and material resources, considering life cycle impacts and delivering sustainable, profitable and socially beneficial outcomes.
- Sustainability is a key objective of our designs. We aim to achieve sustainability in life-cycle design and exceed our customer expectations by delivering more cost effective sustainable solutions.
- We try to do 'more with less' by maximising resource efficiency in planning, design, waste minimisation and recycling.
- We aim to do more with the same amount of raw materials, through use of staff ideas, new technology and more efficient machinery.

Where possible, Maldon Building Services Ltd strives to recommend sustainable and environmental design and planning options for our clients. Simple steps such as the installation of water conserving toilet facilities or push taps that dispense a limited amount of water per push are simple ideas that contribute to sustainability.

- We ensure that any associates that we employ take account of sustainability issues in their advice to clients.
- We will include a copy of our Sustainability Policy in all our proposals to clients.
- Encourage all employees to undertake voluntary work with the local community and / or environmental organisations and make donations to seek to offset carbon emissions from our activities.
- Provide public transport details for accessing all Maldon Building Services Ltd sites in order to encourage public transport use.
- Source sustainable and environmentally friendly staff rewards

Training and Information

Maldon Building Services Ltd recognises that its employees are key to the success of all our policies and strategies and as such, we ensure they are well informed and trained in achieving our goals

- We actively encourage and reward employee suggestions that increase our achievements in sustainability, environmental impact reduction, recycling, reuse, health and safety and efficient working practices.
- We produce advice and information for employees on sustainability in their job roles.
- Staff are given time, support and resource to review sustainability and environmental trends, market pressures and public and political attitudes in our market sector and their job roles to ensure they are involved, informed and committed.
- Staff are encouraged to contribute recommendations for the sustainable and environmental policies and activities.
- Staff are given time, money and facilities to participate in voluntary environmental/community activities outside and within working hours

Monitoring and reporting

The Director is responsible for sustainability throughout the organisation and for the implementation of this policy. Our Sustainability Policy will be monitored and reviewed annually to ensure we are continually improving the integration of sustainability into our working environment and business processes and playing as proactive a role as we can in contributing to achieving sustainability where we have influence.

Signed on behalf of Maldon Building Services Ltd.



Ian Freshwater
Director of Health and Safety.
01/03/2025

Review Date: 28/02/2026