

Environmental Policy

Last Reviewed: 11/03/2011

Next Review: 01/03/2012

Mission Statement

South West Group recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same.

Policy Aims

We endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

Specific Areas of Responsibility

Office Supplies:

- We will minimise the use of paper in the office.
- We will reduce packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.
- We will evaluate if the need can be met in another way.
- We will evaluate if renting/sharing is an option before purchasing equipment.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will seek to buy more environmentally friendly and efficient products.
- We will reuse and recycle everything we are able to.

Energy and Water:

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing (for office use and whilst in event production).

Environmental Policy (cont.)

Specific Areas of Responsibility (cont.)

Transportation:

- We will reduce the need to travel, restricting to necessity trips only.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- We will use the 'green' vehicles and maintain them rigorously.
- We will design show production with transportation of equipment as a primary concern.
- We will promote the use of staff and crew sharing travel arrangements (and offer incentives).

Maintenance and Cleaning:

- We will comply with and exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will Increase employee awareness through training.

Monitoring and Improvement:

- Cleaning materials will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

Culture:

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least annually in consultation with staff and other stakeholders where necessary.
- We will provide staff with relevant environmental training.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- We will use local labour and materials where available to reduce CO2 and help the community.

Environmental Policy (cont.)

Endorsement

*This policy has been endorsed by Alister Pook and has the full support of the management/board.
The policy was approved on 11th March 2011, following consultation with senior managers, workers,
workers' representatives and trade unions.*

Overall responsibility for the effectiveness of this policy lies with Alister Pook.

*All staff are responsible for familiarising themselves with this policy. Managers must also make sure their
workers know about, and follow, the policy.*

For further information, please contact Alister Pook.