

Purpose

This instruction outlines the practices to be adopted for controlling environmental impacts of office activities under the scope covered by the EMS.

Scope

This instruction is applicable to the operations in each of PTAL's offices.

THE Q&EM Representative(s) shall ensure all Company staff under the scope of EMS are aware of and adopt the procedures described below and maintain relevant records for monitoring and demonstrating compliance accordingly.

POLICY PART 1 - Our Designs:

PTAL recognises that the products of our designs will have far more environmental impact than our own operations therefore we are further committed to exercising our professional skills in such a way as to minimise environmental impact in so far as this is possible within the instructions received from our clients.

We are committed:

- to raise the awareness of clients about sustainability and environmental protection, and help the members of the design team to develop a shared vision of environmental aspirations.
- to ensure as far as possible that building projects are supported by a travel plan that promotes sustainable travel choices through public transport and cycling provision.
- to assess sites for their ecological value and microclimate, and ensure buildings make best use of the natural features of the site including sun, wind and landscape.
- to ascertain the potential for local power generation from renewable energy sources locally or on site.
- to ensure that biodiversity is protected or enhanced.
- to make best use of orientation and shape to reduce the need for artificial forms of conditioning.
- to operate a 'right-first-time' culture (through our QM system) for our production information in order to avoid wasteful site reworking.
- to minimise the use of construction materials, and specify materials and components with the optimum balance between environmental impact and performance in use.
- to ensure that building services are inherently efficient and controllable, and that metering encourages monitoring and management of resource use.
- to ensure that buildings are commissioned fully before handover, and that full operating manuals are provided.

This policy is supported by the Company's Framework for Setting Policies, Objectives and Targets (Policy 05) and the Company's Checking Process (Operating Process 029).

POLICY PART 2 - Our Workplace:

PTAL are committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and visitors that minimises our potential impact on the environment. We will operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention and environmental best practices in all we do.

We will:

- integrate the consideration of environmental concerns and impacts into all of our decision making and activities.

- promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner, such as by working electronically wherever it is safe and secure to do so while ensuring that all key information is fully and securely backed up.
- reduce waste through re-use and recycling and by purchasing recycled, recyclable or refurbished equipment, products and materials where these alternatives are available, economical and suitable.
- ensure responsible disposal of remaining unavoidable waste.
- promote efficient use of space heating/lighting, equipment, materials and resources including water, electricity, raw materials and other resources, particularly those that are non-renewable.
- purchase and use environmentally responsible products accordingly.
- include energy efficiency as one of the selection criteria when purchasing new equipment.
- avoid unnecessary use of hazardous materials and products, seek alternatives when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of.
- where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency response programmes.
- communicate our environmental commitment to clients, customers and the public and encourage them to support it.
- strive to continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy in light of our current and planned future activities.
- use public transport in preference to travel by car wherever it is possible and effective to do so and consider the use of conference calls/Skype in place of meetings.

POLICY PART 3 - Resource utilisation:

Paper Saving

- Use both sides of paper
- Use suitable font size / shrinkage mode to minimise pages, if possible.
- Use electronic media for circulation / communication, to minimise using paper.
- Not use unnecessary cover pages (e.g. fax).
- Move to a “paperless office” system as much as possible.

Materials Re-use and Conservation

- Choose proper sized for packing goods.
- Handle and store materials carefully to reduce breakage and wastage.
- Reuse boxes/fillers/other materials for packaging/storage/delivery

Water Conservation

- Report leaking faucet or pipe to the office manager.
- Turn off the tap when not in use.

Electricity Conservation

- Set energy saving mode where possible; for computers, the idle automatically mode is 20 minutes or less.

- Set room temperature range from 20° C to 25.5° C. The ideal temperature is 25.5° C.
- Switch off unnecessary lighting; and/or
- Switch off power supply when they are not in use; and/or
- Switch off all power supply in the area while leaving.
- Keep windows closed to keep the heating within the building.

Stationery Conservation

- Use environmental friendly stationery.
- Reuse cord binder, envelopes and other materials until worn out.
- Reuse stationery as far as possible.

Green Consumables

- Use reusable cutleries, cups and glasses.
- Use environmental friendly cleaning products (e.g. biodegradable or phosphate free detergent, refillable soap, etc.)

General Refuse

- Establish waste segregation with separately allocated containers (e.g. paper, toner cartridge) to facilitate recycling of general solid wastes.

Toner Cartridge Recovery

- Collect spent toner cartridges and send to the appropriate supplier for recycling.

Waste Paper Recycling

- Do not place contaminated items (e.g. food contaminated papers) and non-recyclable paper (e.g. carbon paper, plastic laminated paper) in the designated containers.

Waste Computers and Accessories

- Collect and reuse waste computer accessories in other computers or systems wherever practicable.

Batteries Collection

- Encourage the use of rechargeable batteries.
- Collect spent batteries for recycling / proper disposal.

Indoor Air Quality

- Place large-leafed green plants in appropriate office areas where possible. Encourage staff to keep small green plants.
- Implement a no smoking policy within the general office or restrict smoking to a separately ventilated smoking area.

Collection and Records

- Dispose of refuse in appropriate containers for regular collection by collectors to prevent odour.
- Maintain records of waste disposed and recycled for different types of wastes.
- Arrange pest control, ventilation system and carpet cleaning on a regular basis.

POLICY PART 4 – Monitoring and Checking

Each office manager and/or the Q&EM Representative(s) shall check monthly by visual inspection to ensure that the office procedures described above are followed by all staff.

Where a major non-conformity is identified, corrective actions shall be defined and implemented.

This Policy is a working document which reflects current practice with regard to Environmental issues; it is reviewed annually to reflect current initiatives. All Directors and staff are expected to follow the guidelines and contribute to their development and implementation. The practice aims to continuously improve its Environmental performance. This policy is a published document and forms the basis of our Environmental Management System.



W. Taylor – Quality and Environmental Representative

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