

#QMS003

YOUR OPTION SERVICES LIMITED: ENVIRONMENTAL POLICY

Introductory Statement from our CEO

Your Option service the Domestic, Commercial, Educational and Public Sector, as well as completing Bio-Hazardous Remediation services. We therefore recognise our responsibility for environmental protection and are committed to sustainability development.

We are committed to ensuring all reasonable steps are being undertaken to deliver, where possible, only sustainable and eco-friendly products and services to all our clients and that only, where possible, sustainable products and services are purchased from our suppliers. We acknowledge the impacts of our activities on the environment at all levels, and therefore seek solutions to environmental problems by adopting sound principles and best practice.

Environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of environmental performance.

Areas of environmental impact

Your Option recognises that its business activities interact with the environment in a variety of ways. These activities have a significant impact in the key areas of:

- Use of petrol-powered equipment.
- Use of water.
- Disposal of hazardous waste from bio cleaning.
- Disposal of domestic and commercial waste.
- Office staff use of resources, such as paper.
- Use of (COSHH compliant) chemicals that may be harmful to plants and animals.

Environmental responsibility

The organisation recognises that it has a responsibility to help protect the environment wherever it has an opportunity to do so, to be a responsible neighbour, and to provide a comfortable environment for its employees to work in.

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As such, the CEO and staff of Your Option are committed to the following:

- Continual improvement in the environmental impact of its business activities;
- Improving the environmental benefits of our services by undertaking environmental quality surveys pre and post works to ensure sites have been positively enhanced. Whilst this is primarily applicable to our grounds work department ('Grounds Option'), we endeavour to utilise it across the company to ensure that all of our work produces a positive environmental impact.
- Preventing pollution;
- Complying with all relevant legal, customer, and other third-party requirements;
- Establishing measurable environmental and business objectives that are consistent with the context and strategic direction of the organisation and addressing risks and opportunities associated with them;
- Achieving objectives to help minimise its environmental impact;
- Adopting best practices applicable to its activities wherever practicable.
- Having a continual commitment to carbon neutrality and reducing our carbon footprint to assist in achieving the IPCC's RCP 1.9 pathway.

Achieving our commitments

The organisation will achieve these commitments by:

- Implementing and maintaining an Environmental Management System that is independently certified as compliant with ISO 14001:2015;
- Employing processes that identify the aspects of the organisation's business that have an environmental impact and quantifying the significance of each aspect;
- Maintaining an environmental performance improvement programme to enable the organisation's objectives to be achieved;
- Ensuring that its employees, suppliers and customers are aware of their role in supporting the organisation's commitments and environmental objectives;
- Training its employees in good environmental protection practices and encouraging employee involvement in environmental improvement initiatives;
- Minimise waste, especially hazardous waste, and wherever possible recycle materials. We will dispose of all waste through safe and responsible methods;

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- Avoid the unnecessary use of hazardous materials and processes and take all reasonable steps to prevent damage to either public or ecological health where such materials are in essential use;
- Screening our suppliers to check that their practices in producing products align with the environmental ethos of Your Option;
- Buying energy efficient appliances and equipment;
- Reduce the use of water when possible;
- Utilise eco-friendly and sustainable products for marketing, e.g. eco-friendly ink & eco-friendly paper;
- Having a continual commitment to carbon neutrality and reducing our carbon footprint to assist in achieving the IPCC's RCP 1.9 pathway;
- Assigning team members who are local to clients and/or sites, and therefore walking or cycling can be used as mode of transport;
- Favouring electric vehicles over petrol and diesel ones where possible;
- Coordinate route planning, we will seek to realise the dual benefits of reduced fuel consumption and lower exhaust emissions for team members who have their own vehicles; and
- Continually monitoring the environmental impact of its business activities.

Statutory and regulatory compliance

Your Option, by way of its management system built to the ISO 14001 framework, ensures compliance with all relevant environmental legislation and maintains this compliance through routine external auditing and a constantly evolving legal register of compliance.

The following is a list detailing our compliance (please note this is not definitive nor is it closed, it is constantly evolving and adapting to the legal landscape):

- Waste (England and Wales) Regulations 2011
- The Hazardous Waste (England and Wales) Regulations 2005
- The Environment Act 1990
- The Control of Pollution (Amendment) Act 1989

Concluding remarks

The implementation of this policy is fundamental to the success of the organisation's business and must be supported by all employees as an integral part of their daily work.

This policy is publicly available to interested external parties upon request.

Signed: *Lisa Dumonbreville*

Lisa Dumonbreville

Position: Managing Director

Date: 09.03.2025