

COMPANY ENVIRONMENTAL PLAN 2009

This procedure is to be included in the company induction pack

The following Company Environmental Plan (CEP) is to be implemented in order to assist Hydrock in achieving their environmental objectives, targets and programs.

Project Assessment

The potentially adverse environmental consequences of a new development can often be avoided or reduced through careful project planning.

- Hydrock will ensure that environmental issues are taken into account at an early stage in the planning of new projects and reference will be made to the industry accepted 'sustainability checklist' and a BREEAM assessment utilised where applicable.
- Environmental and sustainability issues will be reviewed regularly throughout the development period.

Building Design

Buildings in their construction consume a wide range of materials in considerable quantities, some of which may be scarce or non-renewable natural resources, energy inefficient in their production and/or distribution, or environmentally sensitive for other reasons.

- Hydrock will promote sensitive building design, taking into consideration the efficient use of energy and materials, and recognising the importance of conserving scarce or non-renewable resources.
- Hydrock and those working for the company, will wherever possible, specify the use of the least environmentally damaging materials.
- Hydrock will, using accepted industry measurement procedures, specify minimum environmental quality criteria for the design of new buildings.
- Hydrock will promote the use of BREEAM Assessments and endeavour to utilise a similar type checklist on its projects.

Construction

The construction phase of a project has environmental impacts, which Hydrock is committed to ensuring are minimised.

- Hydrock will expect its contractors and suppliers to adopt environmental principles compatible with its own.
- Hydrock will require its contractors to minimise the impact of construction activities on the environment, in particular those activities that concern noise, vibration, energy use and the creation and disposal of waste.

Energy Management

Energy Use in buildings accounts for about half of the total national energy demand.

- Hydrock recognises that it has a responsibility to minimise the energy used in aspects of its operations.
- Hydrock have instigated a programme to monitor energy consumption on its existing sites and will establish specific performance targets for achieving reductions in energy use, once these results have been obtained.
- Hydrock will specify energy minimisation criteria in its design requirements for new buildings, having particular regard to the use of energy efficient plant, insulation and ventilation.
- Hydrock will raise awareness of all employees regarding energy consumption.
- When undertaking internal audits, environmental inspections will also be undertaken and a report submitted for Management review.

Waste Management

Waste can be generated at any stage in a project and needs to be carefully managed.

- Hydrock will promote the reduction of waste and encourage the recycling of materials in all activities.
- Hydrock will endeavour to ensure that all waste generated is handled and disposed of by responsible contractors at suitably authorised sites.
- Hydrock will expect its contractors to minimise the loss of materials through waste or damage and to ensure the safe and responsible disposal of residual waste, especially any that may be hazardous.

Use of Materials

Hydrock will establish recycling procedures at all office locations and carry out regular environmental inspections .

All offices should as a minimum undertake the following:

- Toner cartridge recycling
- Paper recycling and promotion of the use of scrap paper within the offices.
- Create separate waste streams wherever possible.
- Utilise double sided printing where possible.
- Print drafts on previously used paper if possible.

Water Consumption

Hydrock will recycle site water wherever possible and undertake regular inspections of establishments.

Throughout 2009 Hydrock will monitor water usage across its sites and establish goals for its reduction once the usage has been established.

Storage of Hazardous Materials

Where required Hydrock will establish and monitor Emergency Management Plans (EMPs).

Raise Awareness

The IMS Team will raise awareness of the following activities and the potential impact on the environment associated with Hydrock's processes and procedures.

- Energy Consumption
- Wildlife
- Plantlife
- Traffic Impact
- Purchasing of Plant and Materials
- Storage and Use of Hazardous Materials
- Use of IT