

Environmental Policy

Policy Statement

Love Success is committed to operating its business in an environmentally sensitive way with proper regard to its legal obligations and according to relevant directives, regulations and codes of practice including but not limited to:

- Control of Substances Hazardous to Health Regulations 1999.
- Environmental Protection (Duty of Care) Regulations 1991.
- Environmental Protection Act 1990.
- Health and Safety at Work etc Act 1974.
- Waste Electrical and Electronic Equipment Regulations 2006.

Commitment to Prevention of Pollution & Environmentally Sound Practices

Love Success recognises that its operations have an effect on the local, regional and global environment. In light of this, Love Success is committed to continuous improvements in environmental performance and the prevention of pollution, particularly in relation to reduction in energy, sustainable waste management, recycling, and prevention of pollution.

Environmental Management Programme & Objectives

Whilst Love Success does not produce any emissions or pollutants that come under the Integrated Pollution Prevention and Control Regulations issued by DEFRA, the company has identified that its most significant impacts on the environment include:

- Disposal & recycling of waste (including paper, consumables and electronic equipment).
- Paper usage.
- Energy usage.
- Transport.
- Purchase of consumables.

Methods for reducing our environmental impact include:

Reuse, recycling and disposal of waste:

- Provision of recycling bins to support recycling of wastepaper and cardboard.
- Recycling of toner cartridges & other consumables.
- Re-use of scrap paper for note taking and printing internal documents.
- Consider the environment message in signature strip of emails.
- Register with the fax and mail preference service to prevent junk faxes/mail.
- Obsolete items to be reused or recycled wherever possible, (e.g. IT equipment, furniture and mobile phones to support local charities and schools etc).
- General office waste is placed into Council recycling bags by the building landlord, collected by Veolia and taken to Rotherhithe Waste for use in the Energy Plan where it is incinerated to produce electricity which goes back into the National Grid.

Paper, Printing and Photocopying

- Double sided printing and photocopying.
- Printers set at "reduced toner".
- Use of electronic storage to minimise the requirement to print and copy and employees encouraged only to print what is absolutely necessary.
- Once used, paper can be reused for draft copies.
- Intranet system to hold internal policy and process documents to reduce the need for printing multiple copies of internal documents.

Energy usage:

- Thermostats for heating set correctly.
- Lights and equipment turned off when not being used and equipment never kept on "standby".
- Use of low energy bulbs and fluorescent tubes.
- Turn thermostats down in areas that need less heat (e.g. store rooms) and outside of working hours.
- Ensure that heating and cooling do not operate simultaneously (e.g. windows and doors kept shut while heating is on).
- In winter – close blinds after dark to reduce heat loss.
- Maximise use of natural light through sensible office layout.

Meetings, transport and company car usage:

- Determine if travelling to a meeting is necessary; use telephone / conference call facilities when possible to avoid un-necessary travelling.
- If a meeting is necessary public transport should be used where possible. Season ticket loans are provided to make public transport as affordable as possible for staff.
- Cycle to work scheme.
- Provide sustainable driving advice to staff to include:
 - Limiting the time the engine is idling when the car is not being driven.
 - Avoiding rapid acceleration and heavy breaking to reduce fuel consumption.
 - Where possible encouraging the purchase / use of economical vehicles.
 - Ensuring company cars are serviced regularly and tyres are at the correct pressures.

Purchase of consumables:

- Ensure purchasing decisions include evaluation the environmental policies or suppliers where we spend in excess of £50,000 per annum and adherence to appropriate legislation, regulation and codes of practice including those acts that do not relate directly to the business of Love Success including the Climate Change Act, Contaminated Land Regulations, Control of Pollution Act, Environment Act, Ground Water Regulations, Hazardous Waste Regulations, Landfill Regulations, Packaging Waste Regulations, REACH, Road Traffic Act, Waste Industry Act, Water Resources Act, Wildlife & Countryside Act and any other mandatory requirements in place from time to time.
- Commitment to trading with suppliers that are recognised as "fair traders".

Policy Implementation, Monitoring & Checking

The Directors are responsible for co-ordinating and updating the environmental policy and for ensuring that it is communicated to all employees. Responsibilities of the Directors include:

- An annual review of the company's activities.
- Implementation and review of environmental criteria for procurement of consumables and auditing this to ensure the most environmentally friendly choices are made.
- Provision of facilities for segregation and recycling of waste.

- Training and communication to staff in all aspects of the policy including monthly review meetings to discuss new methods of reducing environmental impact.
- Establishing and monitoring environmental records including annual review results, progress and corrective action.
- Meet or exceed all the environmental legislation that relates to the Company and identify any new or forthcoming environmental regulation to be implemented.

Communication of the Policy

Love Success will continually raise environmental awareness within the Company through the development and training of its employees and will communicate openly and consult with customers, suppliers and other stakeholders on relevant environmental matters.

All employees and workers of Love Success are expected to comply with any Environmental Policies and Procedures that are in place. Environmental performance is an agenda point at monthly staff meetings where employees are kept updated and reminded to participate fully. Employees are also rewarded in our monthly Employee Award Scheme for any ideas that lead to measurable reductions in environmental impact.

Deliberate disregard of Environmental Policies and Procedures will be considered a disciplinary offence.

Love Success fully supports any Environmental Policies and Procedures implemented by its Clients and we will ensure that any staff supplied are briefed in respect of such policies that Clients have in place. To ensure that this is maintained, we will request copies of policies and guidelines in operation with our clients and incorporate these into our contractor and temporary worker briefing guides.

Review

This policy will be reviewed regularly and may be altered from time to time in light of legislative changes or other prevailing circumstances.