

Sustainability and Recycling Policy Environmental

19th June 2023
General



Sustainability and Recycling Policy

Portview Fit-Out Limited needs to be aware of the impact of all its activities on the environment and on communities. This policy sets out our approach to managing and mitigating such impacts.

The Company's activities impact on the environment and communities through its:

- Supply chains' employment conditions,
- Direct and indirect use of non-renewable carbon fuels in its buildings and for passenger and freight transport via road and air,
- Use of scarce/non-renewable raw materials in the supply chains of the items it purchases,
- Use of harmful materials or high energy consuming processes in the production of the items it purchases,
- Disposal of waste products,
- Relationships with local communities where activities take place,
- Welfare of staff, visitors, neighbours, and other stakeholders.

Portview will follow the principles of Reduce, Reuse, Repair and Recycle in managing its environmental impact to minimise environmental impacts. We will also comply with all relevant legislation.

Supply Chain Employment Conditions

Portview Fit-Out Limited will use the tools within its Environmental Purchasing Policy to monitor and influence supply chain employment conditions. We will take reasonable steps to assess suppliers' policies and practices and will not purchase goods or services from a supplier if supply chain employment conditions are found to be or suspected to be unacceptable.

Use of Energy in Portview Fit-Out Limited's Premises

Portview Fit-Out Limited seeks to reduce the amount of energy used within its premises. Our largest

energy stream in the UK is electricity used for lighting and computers. Portview Fit-Out Limited actively encourages staff participation with simple measures such as switching lights and equipment off when not needed which can have significant impact on energy use. An Energy survey has been carried out on our Head Office and a plan put in place to implement cost effective energy efficiency improvements.

Transport

By raising staff awareness of emissions caused by air travel, restricting travel to necessity trips only and using alternatives such as video/ telephone conferencing, Portview Fit-Out Limited can make savings in CO₂ emissions and money.

Portview Fit-Out Limited has to manage the impact of business and commuter travel when considering road transport. By restricting car travel to necessity trips only and using alternatives such as video/telephone conferencing or public transport (bus/train) Portview Fit-Out Limited can make savings in CO₂ emissions and money. We will cost effectively manage its vehicle fleet to achieve lower emissions.

Procurement and Use of Materials

Portview Fit-Out Limited specifiers and purchasers will, where practical, investigate the materials and processes used to manufacture products. Where uses of scarce/non-renewable raw materials, harmful materials or high-energy consuming processes are evident they will refrain from purchasing those products wherever possible. If no cost-effective alternatives can be found the **Reduce, Reuse, Repair, Recycle**, principles will be applied. Materials to be avoided include timber from non-managed forests, asbestos, VOCs, and PVC. Portview Fit-Out Limited will discourage suppliers from using excess packaging.





Disposal of Waste, Re-Use and Recycling

Portview Fit-Out Limited will only use licensed and appropriate organisations to dispose of its waste and encourage the **Reuse & Repair** of products to avoid early disposal. Portview Fit-Out Limited will encourage the segregation of waste and its disposal via recycling processes. Portview Fit-Out Limited specifiers and purchasers will where practical give preference to products that can be disassembled and recycled.

Relationships with local communities

Portview Fit-Out Limited will endeavour to foster good relationships with local communities wherever it operates. This may include using local labour and materials. We will avoid causing nuisance e.g. noise, traffic, or pollution to our neighbours and encourage communication between staff and local communities.

Management

Portview Fit-Out Limited will compile a set of key performance indicators (KPIs) that will act as a guide to its overall operational sustainability. The KPIs will be limited to those that can cost effectively be measured and have real meaning. Each KPI will incorporate an achievable but challenging performance target.

Annually performance against the KPI targets will be reported against the KPIs reviewed and new targets set.

A working group from across the organisation will meet from time to time to discuss progress and initiatives.

This policy will be reviewed annually and communicated to all relevant parties as required.

Signature:

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Simon Campbell
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Simon Campbell, Managing Director

