



2.2 ENVIRONMENTAL POLICY

Quality Traffic Surveys (QTS) adheres to all current legislation in regard to waste disposal, the environment and green issues.

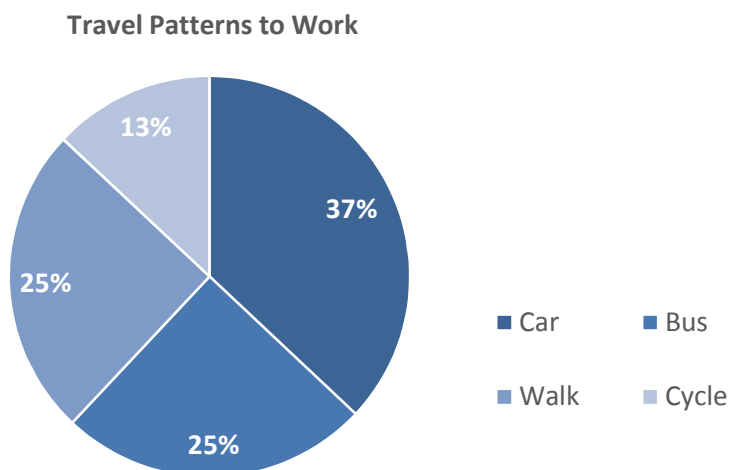
As a company, through everything we do we try to limit our impact upon our local, national and global environment. Quality Traffic Surveys through being involved in traffic and transport surveys has come to promote the use of public transport and shared private transport. Our staff car pool and Interest free loans are available to all staff for season tickets for Public Transport services. Interest free loans are also available for the purchase of bicycles.

It is the responsibility of everyone at QTS from the directors through to the newest employee to promote and instigate the following policy statements. The following statements are what we feel as a company that we are able to achieve taking into account operational requirements and economical restrictions.

An efficient and well run environmental policy has seen reductions in the costs incurred by QTS as well as a vast reduction in the impact we have on the environment.

STAFF TRAVEL BREAKDOWN:

Through the measures brought into play by the directors of QTS the company is proud to demonstrate its environmental awareness through the staff travel chart below which highlights the mode of travel to work.



The pie chart clearly shows that only 37% of staff uses personal vehicles for travel to work with 25% using public transport and final 28% using a combination of cycle or walking. This highlights the businesses policy of encouraging environmentally aware travel.

POLICY STATEMENTS

Power consumption:

Lighting should be controlled and only switched on when required. All non- essential electrical equipment should be turned off and unplugged at close of business each day to remove unnecessary power usage and to prevent units being left on standby. Daily check list is signed by senior manager of the day.

Paper:

Where possible, recycled paper should be purchased. For internal use, printing should be double sided, wherever possible. All paper, letters, and envelopes are reused internally at first and externally second. Scrap paper and letters are used as note paper and envelopes for internal mail. Once completely used, these are disposed of at our local recycling plant.

Computer backups are used as a better alternative to printing where possible.

Reports to clients are by electronic format unless specifically requested in paper format.

E-Marketing is predominantly used instead of paper/card brochures.

Plastics/Cans/ Metals:

All materials are sorted at our office and taken to the local recycling centre to be recycling by our London Borough.

Pollution Prevention / Affects on Site:

All site waste and used material is returned to our offices for disposal. No waste is left on sites, therefore eliminating any negative environmental effect.

Public transport:

The use of buses, trains, and cycles is encouraged as an alternative to personal or company vehicles. Secure cycle storage is provided at our office location. Where possible staff travel to meetings, site visits and projects on trains as these provide the most efficient form of transport. Staff are able to get an interest free loan for public transport travel and also bicycle hire.

Water:

Water limiters are used in our toilet cisterns and notices displaying the need to limit filling kettles and running taps are displayed. Water is recycled from our roofs and used to water indoor and external plants.

Print Cartridges:

QTS recycles all our printer cartridges through a scheme run by the Great Ormond Street Hospital Children's Charity. We use this as a method to reduce waste and reuse materials whilst assisting a worthwhile charity.

Car Share:

Staff are encouraged to share transport to our office and when working on site, vehicles are filled where possible with as many staff to reduce the number of vehicle used. This saves costs financially and reduces the carbon emissions produced.

Hazardous Waste:

We only use registered HW carriers. All are checked for appropriate registrations and references.

Kitchen/Facilities:

We have removed all plastic and paper cups in favour of regular glasses which can be reused. We also try to buy all kitchen/WC supplies in bulk to reduce travel time and reduce packaging.

Environmental Emergencies:

Any emergencies, incidents or occurrences are to be reported to the Compliance Manager immediately, who will then take the relevant steps before informing those above of the incident.

Monitoring:

The Monitoring of our policy is carried out by all staff and adjustments are made on the spot when new ideas and opinions are suggested. Staff are encouraged to offer ideas and opinions to the Environmental Officer who makes assessments and then passes on recommendations to Senior Management.

Accountability

Awareness: All Staff, Supervisors, Managers' & Directors

Compliance: Mr Ben Moore, Estimator & Mr Chris James Senior Survey Manager Responsibility to
senior level: Mr Robert Ford, Director – Administration & Accounts