



Environmental Policy Statement

Inchoak Office Interiors recognises that its activities have environmental implications.

It is therefore the policy of the Company to:-

- aspire to reduce environmental damage and increase, where possible, opportunities for environmental gain;
- comply with legal requirements;
- encourage all employees and subcontractors to avoid and prevent environmental damage and to act as good neighbours to those affected by building and construction activities;
- provide and exhibit this policy and such written instructions as are necessary to aid the implementation of this policy;
- review this policy at 12 monthly intervals.

For the implementation of this policy the following organisation and arrangements apply:

The Senior Management will be responsible for the implementation of the Company Environment Policy, and will ensure that:

- all work is carried out in accordance with all relevant Acts, regulations, and Company Policy and procedures, as defined in the Health & Safety Manual, Safety Plans, and other company /safety consultant instructions;
- waste is removed in accordance with legislation by registered carriers to licensed tips;
- measures are taken to control ground and river pollution;
- measures are taken to control noise pollution;
- a good neighbour policy is implemented;
- comply with International Protocol by ensuring that ozone depleting gases such as CFC's and Halons are not discharged to atmosphere;
- all materials wastage is minimised, recycling options promoted and water, paper and energy conserved;
- all incidents detrimental to the Environment will be investigated, reported, and preventative action taken against repetition.

The Company will:

- Seek to conserve the use of energy, water, and paper, and promote the use of recycled materials, at its offices stores and depots.

The Senior Management will be responsible for bringing to the notice of management any deficiency observed, and for providing guidance, information and training.

Date: September 2010