Environmental Policy

Our Commitment

Artic Building Services Ltd is committed to minimising the internal and external environmental risks and impacts of its operations and services on a local and global scale. We aim to operate in a responsible and sustainable manner, complying with all applicable environmental regulations and striving for continual improvement in our environmental performance.

Environmental responsibilities are managed through Artic's Environmental Management System (EMS). This supports compliance obligations, pollution prevention, resource efficiency and appropriate operational controls across our offices, service delivery, client sites, projects, procurement and supplier/contractor interfaces. Environmental objectives, monitoring, audit and management review support continual improvement.

Scope

This policy applies to Artic employees, workers, contractors, subcontractors, suppliers and other parties working on behalf of Artic where their activities may affect Artic's environmental performance, compliance obligations, client requirements or the local environment. It applies to office activities, service and maintenance operations, project works, procurement, supply-chain activity, travel, waste management, energy use and activities undertaken on client premises where relevant.

This policy supports the Sustainability Policy and is implemented through the BMS, the Environmental Aspects and Impacts Register, relevant environmental procedures and the objectives/KPI register. Energy-specific arrangements are maintained through the Energy Policy and Energy Management Process, with supplier controls maintained through the Integrated Procurement Policy.

Compliance Obligations

Artic will identify, maintain access to and comply with applicable environmental legislation, regulatory requirements, permits, client requirements and other compliance obligations relevant to its activities, services, projects, supply-chain arrangements and client site operations.

Compliance obligations will be considered and reviewed through the EMS, legal/compliance register, operational controls, internal audit, compliance evaluation, corrective action and management review.

Where changes to legislation, client requirements, standards, permits or operational activities affect Artic's environmental responsibilities, relevant procedures, controls, objectives, training or records will be updated as required.

Environmental Aspects, Risks and Opportunities

Artic will identify and evaluate the environmental aspects and impacts of its activities, products and services, together with relevant compliance obligations, risks and opportunities. The assessment will consider normal operations, abnormal conditions and reasonably foreseeable emergencies, apply a lifecycle perspective, and identify significant aspects requiring appropriate controls.

This review will cover office activities, service delivery, client sites, project works, procurement, transport, suppliers and subcontractors where relevant and consider lifecycle stages, external environmental conditions and impacts including emissions, energy and water use, waste generation, hazardous substances, nuisance, transport, climate-related disruption, natural-resource availability, biodiversity, ecosystem health and value-chain impacts. Environmental aspects, impacts, risks and opportunities identified through the EMS will be managed through proportionate operational controls, including pollution prevention, emergency preparedness, plant/equipment maintenance, procurement, supplier controls and relevant site or project procedures.

Relevant controls may include managing external environmental conditions and resilience, nuisance-related environmental impacts where relevant to its operations, site works and project activities. Equipment and systems of work will be maintained and operated to support efficiency, prevent pollution and minimise environmental risk.

- **Proactively managing environmental risks across all business activities.**
  Including identifying and mitigating external environmental factors that could impact the business, disrupt processes, or pose risks to human health. These include natural disasters like floods, wildfires, and earthquakes, as well as long-term changes like rising sea levels and extreme temperatures.

- **Upholding a strong duty of care.**
  By implementing special provisions to help protect employees and the local community from hazardous weather conditions and operations within the business, such as Controlling noise, dust, odours, vibration, traffic movements, artificial light and other nuisance factors that may negatively impact clients, building users, neighbouring premises or the wider community.

- **Ensuring designs account for environmental impact throughout their lifecycle.**
  We aim to reduce resource consumption and emissions at every phase of our work.
  Environmental requirements are considered at stages Artic can control or influence, of a project's lifecycle, including:
    - Design
    - Planning
    - Construction
    - Operational use
    - Maintenance and end-of-life decommissioning

- **Maintaining plant and systems of work**
  Ensuring that all plant, equipment, and systems of work are well-maintained, safe, efficient, and minimise environmental risk.

Pollution Prevention and Emergency Preparedness

Artic will prevent pollution and, where prevention is not reasonably practicable, minimise emissions and environmental releases to air, land and water.
Artic maintains arrangements for responding to spills, leaks, pollution incidents and other reasonably foreseeable environmental emergencies. Controls may include efficient resource use, reuse, recycling, responsible waste management, appropriate storage and use of substances, spill prevention, fleet efficiency, energy management and suitable operational controls
Appropriate response arrangements may include containment, escalation, notification, clean-up, investigation, corrective action and review of affected controls.

Sustainable Procurement

Where practicable and proportionate, Artic will consider environmental criteria when selecting goods, materials, substances, equipment, suppliers, subcontractors and service providers. This may include product efficiency, lifecycle impact, packaging, transport impact, waste generation, recyclability, hazardous substances, supplier environmental credentials, legal compliance, waste carrier/broker controls, technical accreditations and opportunities to reduce carbon, waste, water and resource use. Suppliers, subcontractors and contractors may be required to provide environmental evidence where relevant to the goods, works or services provided.

Waste and Duty of Care

Artic will manage waste in accordance with applicable waste duty of care requirements. This includes taking reasonable steps to prevent unauthorised or harmful deposit, treatment or disposal of waste; using authorised waste carriers, brokers or contractors; ensuring waste is described accurately; retaining appropriate waste transfer or consignment documentation; and reviewing waste arrangements where operational, client, legal or environmental requirements change.

Sustainable Resource Use

Artic will seek to improve resource efficiency by reducing unnecessary energy, water and material consumption, preventing and reducing waste at source, applying the waste hierarchy, supporting repair, reuse and refurbishment where practical, and identifying opportunities to improve efficiency in operational, project and client-site activities.
We actively manage resource efficiency by:

- **Improving and monitoring energy and water efficiency** across our facilities and services via consumption, efficiency, leaks, discharges to water and water-related client/site impacts and reviewing opportunities for improvement
- **Preventing and Reducing waste** generation at the source and minimising it in all its forms.
- **Diverting waste from landfill** applying the waste hierarchy by prioritising prevention, preparing for reuse, recycling, other recovery and disposal only as a last resort.
- **Adopting circular economy principles** where feasible, to extend the lifecycle of materials and reduce environmental harm through repair, reuse and refurbishment;
- **Evaluating operational processes** regularly to ensure maximum efficiency and minimal environmental impact.
- **Promoting and communicating** relevant recycling and responsible waste management and resource controls to our employees, clients, contractors, and suppliers.

Client and Interested-Party Engagement

Artic will seek to support and identify shared environmental objectives with clients where these are relevant to contract delivery, operational controls, sustainability requirements, Social Value commitments, carbon reduction, waste reduction, energy efficiency, water efficiency, resource use and scarcity, pollution prevention, biodiversity or wider environmental improvement activity.

Relevant Environmental requirements will be identified during tender review, mobilisation, project planning and contract review where applicable. Requirements will be incorporated into relevant site procedures, project controls, risk assessments, objectives, reporting arrangements and improvement plans.

Climate Change Mitigation and Resilience

Artic will also consider climate resilience where relevant to operations client sites, service continuity, worker safety, environmental controls and supply-chain risk. This includes reducing greenhouse gas emissions, improving energy efficiency, supporting carbon reduction planning, reviewing transport and fuel use, considering refrigerant impacts, and maintaining awareness of climate-related risks such as extreme weather, heat, flooding, storms, water stress, site-access disruption and impacts on plant, equipment or service continuity.

Reducing greenhouse gas emissions is essential to limiting the severity of climate change and associated impacts. Artic will prioritise emission reduction through energy efficiency, fleet and travel management, operational efficiency, procurement controls and supplier engagement.

GHG emissions and reduction progress will be monitored through the Company's Carbon Reduction Plan, GHG reporting arrangements and relevant environmental and energy management controls. Any residual emissions, offsetting or carbon-neutrality claims will only be referenced where formally approved, evidence-backed and supported by current and consistent reporting arrangements.

Biodiversity and Local Environmental Protection

Artic will avoid or minimise harm to biodiversity, habitats and ecosystems and identify practicable opportunities for protection, restoration or enhancement where Artic can control or influence the outcome.

Artic will assess and manage our environmental impacts to:

- Avoid unnecessary disruption to local flora and fauna.
- Preserve and protect natural habitats where reasonably practicable.
- Support ecological sustainability through responsible planning, site controls, project delivery, and operational practices where relevant.
- Where relevant to site, project or contract scope, Artic will consider opportunities to avoid or reduce harm to biodiversity, habitats and wildlife and, where practicable, support protection, restoration or enhancement.

Training, Awareness and Communication

Artic will foster a culture of environmental awareness and continual improvement by clearly communicating environmental responsibilities and ensuring they are understood and actively implemented at all levels of the business, including by employees, contractors, and partners where applicable.

This policy is communicated to all employees and made available to relevant interested parties and stakeholders. Staff will be provided with appropriate information, instruction, training, and supervision to understand their environmental responsibilities and carry out their work without avoidable risk to the environment. Staff will be encouraged to take initiative in identifying and implementing opportunities to improve our environmental performance.

Relevant training, briefings and communications will be recorded through appropriate training, induction, toolbox-talk, policy-issue or competence records.

Monitoring and Review

Artic will review the Environmental Management System, this policy, environmental objectives targets and performance using relevant monitoring and operational data, compliance evaluation, internal audit, external audit where applicable, incidents, inspections, corrective actions, client reporting and management review outputs.

Results will be used to assess the effectiveness of the EMS, identify trends, address nonconformities and support continual improvement.

Environmental performance indicators may include:

- Training & Staff Awareness
- Employee Participation and environmental improvement activity
- Carbon Footprint / GHG emissions through Scope 1,2 and relevant scope 3 categories monitored through the Company's Carbon Reduction Plan, GHG reporting arrangements and applicable client/public-sector reporting requirements;.
- Water consumption (m^3 per month)
- Waste generated (tonnes, % increase/reduction)
- Waste diverted from landfill (% prevented, reused, recycled or recovered)
- Hazardous waste generated (reduction % year on year)
- Supply chain sustainability credentials e.g. ISO 14001 and 50001 certified
- Environmental incidents / spills (number per year)
- Compliance breaches or fines (number / £ value)
- % corrective actions closed on time (from audits / inspections)

Environmental Aspects and Impacts

Current significant aspects are maintained in the controlled Aspects and Impacts Register.
Key impacts to be in the areas of:

- Energy and fuel consumption and use; (electricity, fuel)
- GHG emissions;
- Water use and discharge
- Materials and natural-resource use;
- Waste generation and treatment;
- Hazardous substances, spills and pollution risk;
- Procurement and supply-chain activity;
- Risk posed by service and business operations (traffic, maintenance, instillations)
- Biodiversity, habitats and ecosystems;
- Climate-related disruption and resilience.

Environmental Claims and Communications

Environmental claims made in tenders, client reports, case studies, marketing materials or external communications will be accurate, clear, evidence-backed and not misleading. Claims will be supported by current environmental records, audit findings, emissions data, waste/energy/water evidence, supplier evidence or approved management-system records as applicable. Carbon-neutrality, offsetting, net zero, lifecycle or environmental benefit claims must not be made unless the basis, scope, methodology and supporting evidence are confirmed before issue.

Roles and responsibilities

All employees are responsible for working in accordance with relevant environmental controls and for reporting environmental concerns, incidents, improvement opportunities or nonconformities through the appropriate management-system, line-management or reporting route
Environmental management activity is supported by relevant role-based functions, which may include;

Senior Management is accountable for approving this policy, supporting environmental objectives, providing appropriate resources and reviewing EMS performance.

The ESG Compliance Manager or designated policy owner coordinates the EMS, compliance-obligation review, environmental objectives, performance reporting, audit support and continual-improvement activity.

Managers, Contract Managers, Project teams, Operations, Procurement and other relevant functions are responsible for implementing environmental controls within their areas and retaining appropriate evidence.

Employees, workers, contractors and subcontractors are responsible for complying with relevant environmental controls and reporting incidents, concerns, nonconformities and improvement opportunities through the appropriate route.

Responsibilities will be allocated according to the activity, contract, project, client requirement, risk profile and management-system need.

Through these actions, Artic aims to conserve resources, lower our carbon footprint, and contribute to a more sustainable future

Document Control and Review

This policy will be reviewed annually, or sooner following relevant changes to environmental aspects, organisational context, compliance obligations, interested-party requirements or business activities. Audit findings, incidents, performance trends and management review outcomes will also inform the need for revision. Approval and version control will be managed through Artic's BMS document-control process.