

# ENVIRONMENTAL POLICY



The Management of Duval recognise our wider social responsibilities, both in our operating practices and influences we can bring to bear as an employer and purchaser of goods and services.

Therefore we are committed to take positive action whenever possible to influence environmental issuers.

These practices include:

- Providing information and guidelines to security personnel and other staff regarding ways of maximising energy efficiency and minimising waste
- Reducing the amount of paper by using internal emails and not printing off the email.
- Using a lesser quality paper when it becomes necessary to print off internal documentation.
- Ensuring that computers, photocopiers and any other office equipment are switched off at the end of the working day and not just left in standby mode.
- Where possible when printing documents use both sides of the paper instead of single sheets.
- Not to throw away paper that has only been printed on one side and is now surplus to requirements and does not contain sensitive material, cut up and make into a notepads.
- Keep windows and doors closed during cold weather to prevent heat loss.
- Only minimum lighting to be used in administration areas and the control room use natural day light were possible.
- Installation of LED lighting within our office spaces to reduce fuel consumption.
- Any waste paper is collected and put out for recycling.
- Ensuring that all company vehicles are serviced in accordance with the manufactures recommendations, to ensure optimum running cost.
- Optimizing the mobile patrol routes and site visits to cut down on mileage, fuel and carbon emission from vehicles.
- Good driving practices - being in the right gear, avoiding fast acceleration, hard braking and keeping the internal temperature in the vehicle driving space to a minimum this will help with optimizing fuel consumption and excessive tyre wear, also driver fatigue due to high temperature.
- Extra care to be taken when filling up vehicles with fuel, in order to avoid fuel spillages and ground pollution.

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- Uniform Delivery to be sent direct from Supplier to branch for distribution rather than Head Office, this will eliminate the need for a driver and vehicle to go from Bolton to Leicester and back 274 miles; this will save on fuel costs and vehicle costs, carbon emission from the vehicle and packaging for the uniform as each individual uniform could be sent in bags rather than boxes which would have to be re packaged for distribution and save on labour costs of doing this.
- Reducing the number of coloured inks used in letter heading and display material keeping it simple.

## Advising Clients

Where security services are supplied by Duval, it is Duval's intention to promote environmental issues and savings to the client this can be done in the following ways: -

- Pre-Start Risk assessment carried out prior to commencing any new contract. Part of the assessments will suggest ways that the client may improve the site security in environmentally friendly ways by advising clients where possible to have external lighting working off passive infrared control so that lights only become active when people are in the area. Not only will this help to reduce the clients power consumption but it will also act as a warning to patrolling security officers to a potential problem of people in the vicinity.
- Air conditioning units and space heaters could be turned off during out of normal site hours and are restarted prior to the client's staff arriving for work. This prevents heat loss through open doors and windows and thus ensures the security off the premises.
- Photocopiers are turned off when not in use and are then restarted by the security officer prior to people coming on to site so that they are ready for use.
- The checking of toilets and washrooms for taps left running, to cut the wastage of water and prevent damage by flooding.
- Security Officers whilst patrolling will be advised to ensure that only essential light is used during the dark hours.

A handwritten signature in black ink, appearing to read "Andrew Stone".

Andrew Stone - Compliance Director  
October 2017