

# Environmental Policy

Knoxford Ltd t/a Portable Floormaker

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VERSION 1 - Approved by Eric Swithenbank on 15 August 2011.

A paper copy of this policy is kept Main Office. An electronic copy of this policy is Available on the Knoxford Ltd t/a Portable Floormaker website. This policy will be reviewed annually.

## DEFINITIONS

For the purposes of this document, the following terms apply: Senior management is defined as the directors, officers and senior managers of the organisation.

Environmental aspects are the elements of Knoxford Ltd t/a Portable Floormaker's activities, products and services that can interact with the environment. Environmental impacts are the changes to the environment that result from Knoxford Ltd t/a Portable Floormaker's environmental aspects.

## POLICY STATEMENT

Knoxford Ltd t/a Portable Floormaker acknowledges that the environment can potentially be impacted by any of its activities, products and services. This policy sets out how the organization will manage, monitor, measure and otherwise be accountable for its on-going environmental performance.

In the implementation of this policy, Knoxford Ltd t/a Portable Floormaker will adhere to the requirements of relevant local, national and international law pertaining to the environmental aspects and impacts of the organization and ensure that this policy kept up to date in line with those requirements.

Knoxford Ltd t/a Portable Floormaker is committed to prevent pollution wherever possible and will ensure that as well as optimising new products, services and processes to facilitate this prevention, existing systems and processes are reviewed in order to identify areas for pollution prevention. For each product, service, system or process, this will be achieved by: -

- Eliminating the use of polluting materials or technologies; -
- Reducing the use of polluting materials or technologies; -
- Recycling or reusing materials within Knoxford Ltd t/a Portable Floormaker;
- Recovering useful materials from waste streams; - treatment of waste streams and emissions to reduce their environmental impacts;

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- Transferring materials or waste for recycling or reuse; and;
- Where no other option is available, controlled disposal or incineration.

Knoxford Ltd t/a Portable Floormaker will integrate environmental management procedures, processes and planning with the general operations of the organization to maximise the potential reduction of the organisations environmental impacts.

Knoxford Ltd t/a Portable Floormaker will ensure that where possible, products are designed and developed in such a way as to reduce the environmental impacts of their users.

Through the use of environmental performance evaluation procedures and key performance indicators, Knoxford Ltd t/a Portable Floormaker will seek continual improvement in its environmental performance. This will be achieved through the proper implementation of its environmental management system. The design, development and management of the environmental management system, related procedures and indicators is the responsibility of senior management.

It is the responsibility of The General Manager to ensure that this policy is implemented throughout the organization.

It is the responsibility of the General Manager to ensure that this policy is properly maintained and up to date.

Policy created on behalf of Knoxford Ltd t/a Portable Floormaker by Eric Swithenbank  
15.08.2011