



## ENVIRONMENTAL POLICY

for

Voicepath Limited

---

**SIGNATURE WITHHELD – WEB VERSION**

**AUTHOR:**

K.Leonard

31 October 2011

**Name**

**Signature**

**Date**

---

**TABLE OF CONTENTS**

- 1.0 Document Control
  - 1.1 Amendment History
- 2.0 General Statement of Policy
- 3.0 Responsibilities
  - 3.1 Overall Responsibility
  - 3.2 Office Responsibility
- 4.0 Policy for Re-cycling
- 5.0 Policy for Reducing
- 6.0 Policy for Reusing
- 7.0 Environmental Impact
- 8.0 Method, Monitoring & Control

**1.0 DOCUMENT CONTROL**

**1.1 Amendment History**

<b>Issue</b>	<b>Date</b>	<b>Amendments Made:</b>
1	31/10/07	First Issue
2	21/09/09	3.2 Office responsibility;5.0 Policies for reusing
3	30/09/10	Add 7.0 Environmental Impact
4	31/10/11	Add 8.0 Method, Monitoring & Control
4	31/10/11	Insert a new paragraph 2 to 2.0

**2.0 GENERAL STATEMENT OF POLICY**

Voicepath Limited is committed to reducing the harmful effects its operations have on the environment and will comply with all relevant environmental legislation and codes of practice. Voicepath will implement a program to raise awareness within the Company of environmental issues and make employees aware of its commitment to reducing, re-using and recycling.

Protection of the environment is an integral aspect of all our operations. Voicepath pledges to work in partnership with our suppliers and our customers to develop product lines that enable our customers to take advantage of the latest low carbon solutions for their IP networks.

The allocation of duties for environmental matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

<p>J. SALE  .....Director  <b>SIGNATURE WITHHELD – WEB VERSION</b>  Signed: .....  31/10/11  Date: .....</p>
--

**3.0 RESPONSIBILITIES**

**3.1 Overall Responsibility**

Overall responsibility for Environmental Policy in the company is that of:

K.Leonard (Company Manager) In her absence this responsibility will be carried out by:  
J. Sale (Director)

### **3.2 Office Responsibility -**

The following are responsible for this policy being carried out at company premises:

G.Weeks

D.Sale

Voicepath Limited  
The Warehouse  
Bristol BS5 9EP

Voicepath Limited  
Kaigan House  
Newquay TR7 1RN

### **4.0 Policy for Re-cycling**

The company will ensure, so far as is reasonably practicable,

- a program of recycling of paper and cardboard at each office location
- a program of recycling cardboard, scrap cable & wooden cable drums
- a program of recycling computers, mobile phones and printer cartridges
- a program for returning WEEE materials back to manufacturer for disposal

### **5.0 Policy for Reducing**

The company will ensure, so far as reasonably practicable

- where practicable allow office based employees to work from home
- request employees not print emails whenever possible
- request employees print on both side of paper
- require purchasing to order re-cycled paper for job notebooks
- continue Cornwall Office successful paperless office practices
- continue Bristol Office successful paperless office practices

### **6.0 Policy for Reusing**

The company will ensure, so far as reasonably practicable

- request employees re-use scrap paper for written notes
- require purchasing to order re-used ink cartridges when possible

### **7.0 Environmental Impact**

The company will ensure, so far as reasonably practicable

- We will use safe and sustainable energy sources to meet our needs
- We will consider the environmental impacts of our products at all stages of their life cycle – from design to manufacturing, customer use and finally disposal
- We will work with our suppliers to ensure they recognise and reduce the environmental impact of their products and transportation through a quality purchasing policy
- We will ensure that any products used or derived from wildlife, such as timber and plants, are from sustainable sources, and comply with EU and international trading rules.
- We will minimise waste, especially hazardous waste, in all our operations and product development and will dispose of all waste through safe and responsible methods
- We include environmental issues in all company training programmes and encourage the implementation by all company staff of sound environmental practices.

## 8.0 Method, Monitoring & Control

### 8.1 SITE: METHOD & POLICIES

#### **Control and Receipt of Materials, Equipment, etc.**

- A suitable storage area on site should be agreed with the client. All deliveries should be to an agreed schedule and arrangements made with the Authority for access and unloading
- Removal of all redundant packaging will be the responsibility of Voicepath's Lead Engineer
- The materials/equipment will at no time be left in a dangerous or inconvenient location to cause the client/safety officer any concern

#### **Site Protocol**

- All operatives will be courteous and attentive to the client and other third party suppliers at all times
- The use of radios, cassettes or other items are not necessary to the contract and are likely to cause the client distress, therefore they are prohibited unless prior permission is granted from the Client
- Unnecessary noise or the use of bad language such as to cause the client distress will not be tolerated

#### **Environmental Care**

- The client's environment will be protected with dust sheets, barriers, etc.
- The working areas will be left clean and tidy at all times
- Noise will be minimised, or activities involving noise such as drilling will be carried out to the client's best advantage and within the terms of the contract.
- Escape routes will not be blocked or restricted unless other means of escape is agreed with the Client. Very short term interruption of access ways and escape routes may be necessary but working equipment / deliveries are to be kept to a minimum and working area is **not** to be left unattended.

#### **Waste**

- All waste from site to be removed from site for transfer to VP authorized waste carrier
- All cardboard packaging & redundant copper cabling will be recycled
- Lead engineer to separate and store securely all on-site waste and recyclable waste
- Lead engineer will be responsible for the removal of all VP generated waste and recyclables from Client's site
- Wooden cable drums and excess materials should be returned as soon as possible to the supplier
- Operations Manager to spot check site waste procedures during site visits
- Redundant tool batteries to be brought back to office for recycling

## 8.2 OFFICE: METHOD & POLICIES

### Paper

- Redundant office paper and cardboard to be separated and recycled
- Do not print emails unless absolutely necessary
- Printing to be done on both sides whenever possible
- Use scrap paper for written notes
- Store files electronically whenever possible and only print when necessary

### Toner & Inject cartridges

- All used toner and inkjet cartridges to be placed in the Greensource Solutions envelope for recycling
- Order recycled/refilled inkjet cartridges when possible

### Batteries

- All expired batteries to be placed in the Greensource Solutions envelope for recycling

### Fluorescent Light Tubes

- All expired fluorescent tubes to be placed in disposal box for collection by a licensed waste professional

### Laptops & Mobile Phones

- All redundant laptops, notebooks and mobile phones to be placed in the Greensource Solutions envelope for recycling

## 8.3 MONITORING & CONTROL

### Operations Manager

- Monitor waste disposal procedures on each job site at least weekly
- VP site induction at the start of each job which is to include waste management storage and disposal
- Tool box talk on environment & waste if job is longer than 2 weeks
- Insure waste and recyclables are being properly disposed of by engineers
- Report monthly to management any non-conformance

### Office Manager

- Insure supply of Greensource envelopes
- Call for Greensource pickups
- Monitor disposal of office waste
- Report monthly to management any non-conformance

### Management

- Review non-conformance reports quarterly
- Review procedures annually