

ENVIRONMENTAL & SUSTAINABILITY POLICY

Policy Statement: The McSence Environmental & Sustainability Policy is issued to and applies to all McSence Group's employees when carrying out work for, or on behalf of the McSence Group. McSence Group is committed to minimising the environmental impact of their activities via continuous improvement in environmental performance and will look to develop an ethos of environmental responsibility in all its staff and management. McSence recognises that there is opportunity to protect its immediate environment by exercising proper controls over its activities and encouraging use of sustainable resources and discouraging wasteful or damaging practises. McSence will:

- ✚ Promote awareness and understanding of environmental issues amongst its staff.
- ✚ Manage all water and electricity use in all its premises.
- ✚ Promote water and electricity efficiency amongst its staff when on duty.
- ✚ Consider the environmental sustainability policy of all its suppliers.
- ✚ Promote the use of more environmentally friendly transport options for our staff.
- ✚ Regulate all waste production and discourage litter, noise pollution and unnecessary waste.
- ✚ Comply with all relevant environmental legislation and develop any additional environmental protection policies in line with best practice.
- ✚ Comply with all legislation and consider the environmental impact on disposing of all its assets or equipment.

All Employees: This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

- ✚ All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

The Workplace: This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- ✚ McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

Purpose: The purpose of this policy is to outline the environmental commitment from the McSence Group. The aim of McSence, in line with legislation and as far as reasonably practicable, is to integrate effective environmental management in each operation/building.

Our Environmental & Sustainability Commitment: McSence Group integrates effective environmental management in each operation/building by:

- ✚ **Air Condition:** All our new purpose-built premises have been designed without the need for air conditioning other than in IT/Communications rooms.
- ✚ **Building Developments:** 80% of furniture and IT equipment procured for our Head Office came from environmentally friendly sources with recycled furniture was bought through a local social enterprise. The Chief Executive is responsible for minimising energy usage/maximising energy savings in the planning of new buildings and any major building refurbishments.
- ✚ **Commercial Waste:** Recycling of commercial waste like packaging materials etc. to minimize waste and pollution. We use external companies i.e., Midlothian Council and Changeworks for specialist waste disposal.
- ✚ **Education:** Provide relevant information and training for our people to work in an environmentally responsible manner and encourage them in implementing this policy. Foster co-operation with our people, the public and encourage suppliers, subcontractors, and others to adopt these principles.
- ✚ **Energy Management:** Controlled use of heating and lighting in each building which is consistent with its pattern use. Review energy suppliers and purchase of energy at the best value having considered security of supply and

other contractual arrangements. Use low energy appliances whenever possible giving maximum life cycle pay-back. We provide free energy saving light bulbs for households when doing work on council properties.

- ✚ **Local Companies / Resources:** Where possible and subject to financial constraints, we use local companies and resources which reduces the impact on transportation/fuel and enhances the local economy.
- ✚ **Paperless Office:** Our communication company policy is to strive in providing paperless business services were possible including emailing jobs.
- ✚ **Printer Cartridges:** We use refilled printer cartridges.
- ✚ **Re-cycling:** Disposal of company waste e.g., paper, cardboard, etc. in line with local recycling policies and using facilities provided by local councils. In addition, McSence is committed to mailing electronically where practical, minimum printing and storing documentation electronically with an aim to comply with Waste Electrical and Electronic Equipment (WEEE) Regulations.
- ✚ **Site Waste Management:** We ensure that waste is minimised and effectively throughout our business including upholstered domestic items contain Persistent Organic Pollutants (POPs), and electrical equipment disposed off in line with Waste Electrical and Electronic Equipment (WEEE). The business hold a SEPA Licence.
- ✚ **Sourcing Materials:** Where possible and subject to financial constraints, as a Social Enterprise we very much use local companies to both reduce the impact of transport plus enhance the local economy.
- ✚ **Travelling:** We encourage car sharing among our staff and students and provide secure areas for bicycle storage and showering facilities to encourage staff to walk or cycle to work. Our business park has been designed to provide easy access to and from local public transport networks.
- ✚ **Water Supply:** Metered water supply to all buildings within the business park. Half or full flush facility built into toilet systems in new buildings.

Audits: McSence continue to conduct regular audits where we continually monitor, measure, review and improve our environmental performance. All staff receive training on our environmental policy as part of their induction. Refresher training is carried out regularly.

Certifications & Accreditations: The group currently hold Acclaim SIPP DTS, CHAS, Constructionline Gold, Constructionline Silver, Constructionline Bronze, Constructionline Social Value, Data Protection Registered/Certified, Living Wage Employer, Safe Contractor Accreditation, Safe Contractor Health & Safety Product Accredited, SEPA WCR.

Authority Levels: Directors: To approve this policy and any amendments.

✚ **Environmental/Health & Safety Consultant(s):** To ensure that this policy is maintained in line with legislation and that this policy is maintained in line with operational experience.

✚ **Managers and Supervisors:** To ensure that this policy is maintained in line with operational experience.

✚ **Employees:** To ensure that duties relevant to their functions are carried out and to comply with this policy.

Complaints Regarding Environmental Issues: Complaints regarding environmental issues should initially be directed to the McSence Group where we have a complaints procedure.

There is also the option to report to the local Council and Midlothian Council's details are as follows:

- ✚ **Litter/fowling:** Commercial services 62a Polton Street, Bonnyrigg, EH19 3YD, Tel: 0131 561 5299
- ✚ **Public Health:** Strategic Services, Midlothian House, Buccleuch Street, Dalkeith, EH 22 1YL, Tel: 0131 271 3402
- ✚ **Waste disposal:** Commercial services 62a Polton Street, Bonnyrigg, EH19 3YD, Tel: 0131 561 5299

References: Environmental Protection Act and all other relevant Environmental Regulations, Waste Electrical and Electronic Equipment (WEEE) Regulations, Approved Codes of Practice, Guidance Notes and British Standards.

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group's Staff Zone Intranet via our website [Login | McSence](#)

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



McSence Group Signatory:

David Maxwell | Chief Executive

McSence Group - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd*

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***Policy Amendments & Revisions:** This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.*

POLICY