

# Environmental Policy & Objectives

## Environmental Policy

AJAR-Tec is committed to protecting and improving the local environment and helping our community play its part in seeking solutions to local, regional and global environmental issues. We are committed to compliance with applicable environmental laws, regulations, policies, and procedures.

We will work to improve our environmental performance by:

Communicating our commitment to everyone working for or on behalf of AJAR-Tec

- Developing and periodically evaluating environmental objectives and targets that prevent pollution, minimise waste, improve service reliability and promote energy efficiency and cost effectiveness.
- Reducing regional air pollution by providing public transportation services and employ alternative methods that do not require vehicle use i.e. video and voice conferencing systems.
- Meeting or exceeding all the environmental legislation that relates to the company
- Actively promoting recycling both internally and amongst its customers and suppliers.
- Promoting environmental sustainability, which possesses the primary objective of reducing environmental impacts of AJAR-Tec's use of materials and resources.

All AJAR-Tec Directors, Managers and Employees are accountable and have a personal and corporate responsibility to ensure that this commitment is incorporated into daily activities and functions. The Directors have approved the posting of these policies at AJAR-Tec as one method of communicating the policy to all persons working for on behalf of AJAR-Tec, as well as communicating the policy to all visitors.

**The Environmental Policy shall be communicated to all AJAR-Tec personnel through any of the following methods:**

- During employee orientation for all new employees to the business.
- Posted at various points around AJAR-tec.
- Management Review Meetings

This policy will be annually reviewed, revised, and documented as required by the EMS team.

Signed:



Andrew Martin  
Managing Director

## Environmental Objectives

The following objectives are established to support our organisations efforts in achieving our Environmental policy and set improvement goals for the aspects that may lead to significant impacts. Once set, these objectives are communicated through business meetings and posted across the office. Every employee is responsible for delivering its objectives and this is monitored and reviewed via appraisals, team meetings and internal audits.

**The objectives AJAR-Tec is working towards as part of our Environmental Management System (EMS) are as follows:**

Activity	Objectives
Waste management	Expand the practice of materials segregation to enable increased recovery and recycling of waste materials.
Use of Materials	Aim to source materials from sustainable origins i.e. paper. To maximise use of recycled or recyclable materials. Maximise consideration of environment through roll out of new recycling projects.
Energy and Fuel Consumption	Continue to identify methods of reducing energy consumption i.e. video-conferencing to reduce mileage. Adopt fuel efficient systems i.e. electric car. Promote energy management to employees.

Generally, the EMS team develops objectives and targets to define:

- The performance objectives (e.g. monitor, study, control or improve) for each aspect with a significant environmental impact.
- The specific quantified targets which define those performance objectives.
- The planned schedule for achieving targets.
- The assigned personnel /department responsible for achieving each target.
- The Environmental objectives are reviewed periodically by measuring against actions, internal audits and staff awareness feedback.

## Management Targets

- To continually improve AJAR-Tec's environmental performance and reduction of environmental impact.
- To improve and develop further mechanisms for internal and external communication relating to corporate environmental issues.
- To research and gather more detailed data relating to the group's key impacts.

## Performance Targets

- Increase the recycling of office waste
- Introduce a range of recycling projects across the group.
- Reduce electricity use
- Increase the use of low emission transport to work i.e. electric cars, car share, bicycle, walking etc.

