

ENVIRONMENTAL AND SUSTAINABILITY PLAN

Maintaining this document is the responsibility of: Max Armstrong – Managing Director

This document was issued on 1st April 2021 and will next be reviewed on 1st April 2022

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On SharePoint: Policies



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1. Method Statement, Scope and Objectives – Environmental Management System

Our Environmental Management System (EMS) is based on the principles of ISO14001 and provides a clear set of process and practices enabling Parc Supplies to reduce environmental impacts, increase operating efficiencies, integrate environmental values into our operations and ultimately leads to continual improvement.

The EMS has a clear set of objectives that include:

- Assessing and reducing the environmental impact of our key services and processes
- Selecting suppliers that appropriately and carefully use materials and resources that eliminate or reduce waste.
- Ensuring all employees are aware of their statutory duties and take reasonable care of themselves, others and the environment.
- Identifying both internal and external issues relevant to the company's strategy.

The EMS is run and overseen by our Compliance Manager, Paul Armstrong; and Directors to ensure full compliance at all times and is updated annually. Key Stakeholders impacted by this policy include the following:

- a.) Executive Board;
- b.) Senior Management Team;
- c.) Employees;
- d.) Supply Chain;
- e.) Others (including shareholders, clients, the public, and all third parties)

2. Improving Energy Efficiency

Our Management System is based on the principles and standards of ISO 14001 and Incorporates robust environmental management procedures to minimise our adverse environmental impacts. Providing accountability, Compliance Manager and Directors shall, will be responsible for environmental performance on the contract as our Environmental Champions. They will review our strategy continuously against best practice and legislation/guidance and ensure that this flows through our supply chain.

Checking and reviewing environmental performance

To check and review the effectiveness of our environmental management strategies, our Compliance Manager shall conduct the following activities:

- Benchmarking our standards against peers in the industry through websites, journals, discussions with suppliers, events and competitor research
- Monthly reporting on trend analysis to our board, reviewing datasets for estimated carbon emissions, waste, material sourcing and water/energy consumption
- Reviewing our Environmental Impacts to ensure risks have been accurately recorded and scored
- Reviewing environmental risk assessments

To check/review our contract environmental performance, we will set/monitor environmentally focused Key Performance Indicators (KPIs) for staff and suppliers.

These will correspond to legislative requirements and the sustainability criteria. KPIs will include the following Evaluation of Environmental Risks and Opportunities:

- Minimisation of traffic
- Minimisation of bought-in products
- Recovery rate of materials
- Water consumption
- Energy consumption
- Waste-to-landfill
- Use of recycled materials
- Packaging waste volumes

Based on industry standards, we will set targets for year 1, using performance as a baseline for targets thereafter.

All environmental KPI data will be aggregated to allow trend analysis and detailed drill-down to the environmental performance of teams/individuals across contracts. Comparing league tables for performance amongst teams/delivery partners, we can identify opportunities for improvement. This will supplement our “Day in the Life of” reviews, spending time with teams to identify improvements.

Improving environmental performance

For continuous improvement, we review and update our EMS and environmental strategies on an ongoing basis and annually as a minimum.

Where environmental KPI performance falls below our internal benchmarks, we will log this on our internal compliance system. Here, it will be allocated a severity rating and tracked to closure by our Compliance Team. For any environmental incident, our Compliance Manager will conduct an investigation and will present results to NHS Supply Chain.

Any process changes will be outlined to our employees and supply chain contract-wide.

Evidence: Demonstrating how we have already improved our environmental performance, we have introduced:

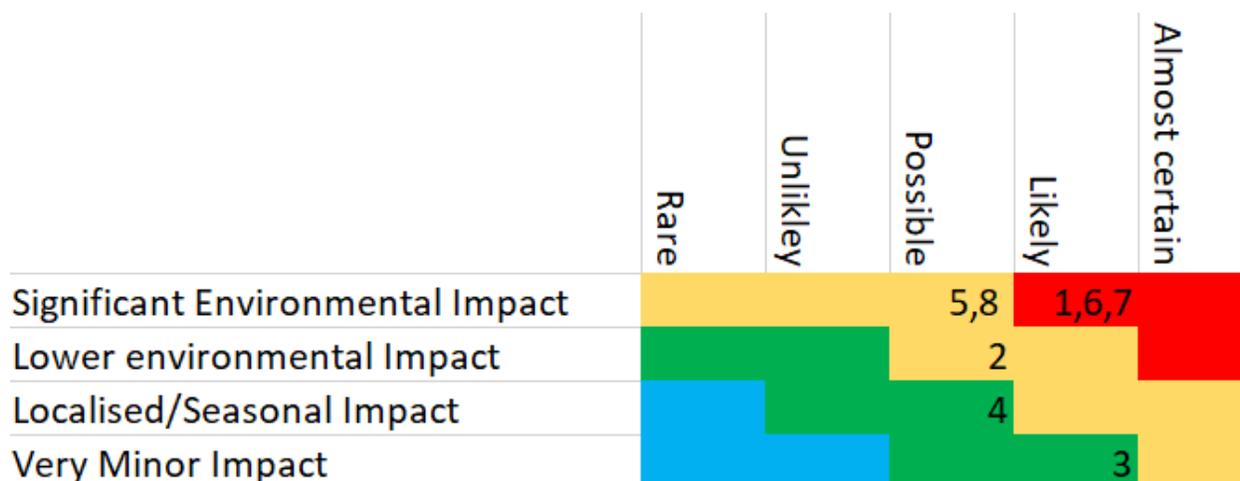
- Using recycled materials
- Adopting smart scheduling technology, incorporating base locations
- Speed limiters and telematics to monitor and incentivise fuel-efficient driving behaviour
- Green procurement, verifying partners’ environmental credentials and evaluating sustainability in procurement

Through existing schemes, we have achieved a recycling rate of 96% and are on track to achieve a carbon emissions reduction of 25% by 2022. Further initiatives that we are exploring include carbon offsetting schemes and tree planting.

3. Risk Analysis of Environmental Aspects

To ensure effective allocation of resources required to achieve key Environmental policy objectives, we perform quadrant-based Risks Analysis reports on all identified aspects. Evidence of this is given below:

1	Traffic volume
2	Bought-in products
3	Material Re-use
4	Water consumption
5	Energy consumption
6	Waste volume
7	Use of recycled materials
8	Packaging waste volumes



6. Approach and Commitment to use of Ethical and Sustainable Materials

To achieve an environmentally sustainable network, Parc Supplies recognise that many of the commitments will require a sustained investment in environmental measures and initiatives within our organisation and supply chain. As such, we will incorporate the re-use of packaging material and efficiency of delivery route planning into our contract delivery model.

Our Environmental Management System (EMS) incorporates robust environmental management procedures to continuously review and improve our environmental performance.

Providing accountability, our Compliance Manager, reviews our strategies continuously against best practice and legislation/guidance and updates our EMS on an ongoing basis.

Core to our strategy and QHSE plan, we will agree comprehensive targets for environmental performance throughout our contracts, going above and beyond client KPIs.

Proposed KPIs include:

- 95% of contract waste re-used or recycled
- 95% re-use of specific items and materials
- 75% Reduction in Single-use plastic used
- 2% of materials wasted

Evidencing our commitment to supporting you in delivering these initiatives, our Compliance Manager will manage sustainability initiatives. Their focus will be to improve the richness of our environmental data/reporting and undertaking cost-benefit analysis for environmental innovations to support decision making.

7. Strategies to reduce consumption and better manage waste

A key focus of our environmental strategy is to maximise employee awareness of the impacts of their consumption, promoting enthusiasm and ownership to tackle wastage and the associated environmental impacts.

Through environmental awareness training we will maintain a culture of avoiding waste and maximising resource efficiency and ensure that staff exhibit the correct behaviours to contribute to sustainability.

This will be linked to our performance management system whereby key environmental metrics will be analysed down to the level of teams and individuals. Good performance will be incentivised through league tables, recognition of success stories and our performance-related bonus scheme and will also flow through to our supply chain.

Other specific strategies that we will employ to minimise resource consumption include:

Waste management: Our waste management strategy is based on the waste hierarchy ‘**Reduce, Reuse and Recycle**’ and we have set an objective for waste-to-landfill reduction by 10% year-on-year. Through our waste partner, we are currently achieving a **recycling rate of 96%**.

Green Procurement: We shall actively check the environmental credentials of suppliers in line with government Supply Chain Policies when sourcing and procuring products and will adopt **circular economy** principles.

We will also target plastic waste, specifically targeting the reduction in the use of single-use plastics where these can be avoided within our organisation and throughout our supply chain.

Other resources: We monitor our use of paper, ink and other consumables, setting targets for office-based teams. All office waste is segregated by our waste partner to maximise our office-based waste recovery.

8. Procedure for Emergency Preparedness and Response

This procedure applies to all the processes of Parc Supplies for which potential accidents and emergency situations may arise. The procedures for preventing and mitigating the following emergency situations are described as:

- Fires, explosions;
- Rainstorms, high wind or other unexpected weather conditions;
- Major Chemical Spillage or leakage;
- Accidental wastewater discharge as a result of equipment failure

The Compliance Manager shall review the suitability and effectiveness of the emergency procedures after each accident or emergency situation.

The Compliance Manager shall prepare an Emergency Response Plan to minimize the likelihood of accidents and emergency situations. They shall ensure that all staff and contractors who work on site are aware of and familiar with the requirements of the emergency procedures and shall arrange appropriate drills at various department / areas and ensure that the requirements of the emergency procedures are communicated to all staff and are implemented.

In case of emergency situations in the facility, the Compliance Manager shall be informed and review the accident reports and remediation works taken by responsible staff.

When emergency incidents occur, the Emergency Team is responsible for the execution of the appropriate emergency procedures as advised by the Compliance Manager.

All staff shall be familiarized with the emergency procedures and follow them in case of accidents or emergency situations.

Potential emergency situations that may have impacts to significant environmental aspect(s) shall be identified by Compliance Manager, taking proactive steps to prevent emergency incidents, and completing tasks in preparation for emergencies.

9. Monitoring Performance

In the event of any incidents causing significant Environmental Impact, or in the event of a consistent underperformance of stated KPIs, the Compliance Manager and involved staff shall identify the root causes and any preventive actions and report the accident by completing an Accident Report after each accident or emergency situation and submit the completed form to the Compliance Manager to review.

The Compliance Manager shall ensure emergency drill and periodic testing of the procedures are conducted where practical and maintain the emergency drill summary report.

The EMR shall review the suitability, adequacy and effectiveness of the emergency procedures after each accident or emergency situation and revise the emergency plan as necessary. All such incidents will be documented by the Compliance Manager and records will be maintained for at least 3 years.

10. Nonconformities and Corrective Action

All staff are responsible for the identification and reporting of non-conformances whether actual or reasonably foreseeable. NCs will be reported to the Compliance Manager who will initiate this non-conformance procedure in the event of an actual non-conformance.

The Compliance Manager is responsible for:

- Coordinating the investigation and reporting of non-conformances
- Monitoring the implementation of Corrective and Preventative Actions (CPA)
- Co-ordinating development of preventive actions that require incorporation into the environmental management programme.

Types of non-conformance identification

There are three main types of non-conformance identification:

- Routine surveillance & feedback
- Analysis of environmental performance
- Internal Audit

Potential non-conformances reported to line management will be evaluated by the Compliance Manager who will determine whether preventive action is required.

Where the Compliance Manager considers that a critical non-conformance has been identified, they will ensure:

- Any activity or incident that may cause an environmental impact as a result of the non-conformance is STOPPED, where practicable;
- Compliance is restored; and
- Environmental damage is mitigated.

The Compliance Manager will implement the CPA, along with a target date for completion.

The CPA will be designed to:

- Correct the root cause of the non-conformance;
- Prevent recurrence

11. Communication

This Environmental and Sustainability Policy is communicated to all Stakeholders specifically including:

- a.) Executive Board;
- b.) Senior Management Team;
- c.) Employees;
- d.) Supply Chain;
- e.) Others (including shareholders, clients, the public, and all third parties)

This Policy is available for viewing on our company website.

This policy statement will be reviewed annually and published annually.

Signed on behalf of Parc Supplies Limited:

Max Armstrong – Managing Director

Director – April 2021

