



Environmental Policy

Controlled Document

Created by/ Revised by	Date	Revision no	Checked by	Approved by	Date due review
S. Horne	07-08-12	R1	L. Watson	A.Adams	06-08-2013
S. Horne	19-07-13	R1	A. Adams	M. Skilton	18-07-2014

CONTENTS

Part 1	Environmental Statement of Intent
Part 2	Organisation
2.1	Directors
2.2	Environment Co-ordinator
2.3	Managers and Supervisors
2.4	Employees
Part 3	Expertise and Competence
Part 4	Auditing
Part 5	Environmental Management Organisation

CCN Communications Environmental Policy

Part 1 – Statement of Intent

It is the intention of CCN Communications to conduct its business so as to minimise adverse effects on the environment.

CCN Communications will undertake to assess the impact of its activities and adopt procedures, control measures and business practices, which protect the environment.

We will ensure regulatory compliance by setting standards that are to be achieved for all areas of our business.

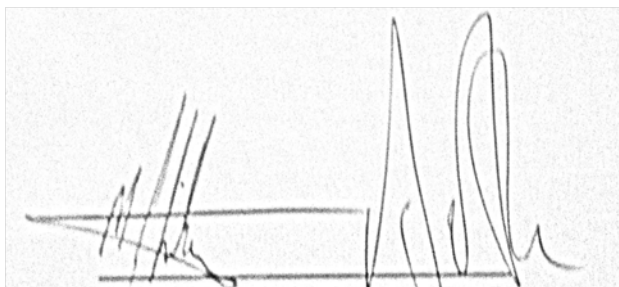
We will monitor and audit those standards on a regular basis and maintain an action plan aimed at continual improvement.

This policy is operational throughout the business and the key aims are:

- Preserving and enhancing the current environmental position
- Reducing environmental damage caused by the use of resources
- Reducing pollution by effective precautions, monitoring and prompt action where necessary
- Reduction of waste
- Raising awareness amongst stakeholders of environmental issues
- Working collaboratively with stakeholders to positively impact on environmental issues

Auditing and Environmental Risk Assessment will form the basis of our action planning and resource allocation.

Performance standards and areas for improvement will be based on these foundations. Performance will be formally monitored on an annual basis. Risk assessments will be kept under continuous review.



Matt Skilton / Ashley Adams
Director
19th July 2013

Part 2 – Organisation

This section of the policy describes CCN Communications organisation for Environmental protection, which aims to ensure management control over environmental matters.

Ultimate responsibility for Environmental protection rests with the Board of Directors. Organisation charts are posted on notice boards, and demonstrate the unbroken and logical delegation of duties through line management to the supervisors and operatives who operate where the Environmental hazards are likely to arise.

All employees have a significant contribution to make towards Environmental protection and are assigned responsibilities as follows:

2.1 Directors

- have collective overall responsibility for environmental matters;
- understand the significant risks created by CCN Communications activities in so far as these might adversely affect the environment;
- ensure the development of environmental documentation based upon environmental impact assessments and industry best practice;
- ensure that suitable resources and strategic direction is provided to discharge CCN Communications Environmental responsibilities;
- appoint a competent Environmental Manager to manage the day to day implementation of the Environmental Management system;
- review the overall performance and effectiveness of CCN Communications Environmental management system, and ensure arrangements are made for any significant weaknesses to be addressed;
- review and amend this policy annually or as appropriate.

2.2 Environment Co-ordinator

- manage the development and implementation of an environmental management system;
- develop and implement environmental strategies and action plans that ensure corporate sustainable development;
- coordinate all aspects of pollution control, waste management, recycling, environmental health, conservation and renewable energy;
- lead the implementation of environmental policies and practices;
- ensuring compliance with environmental legislation;
- audit and analyse environmental performance;
- carry out impact assessments to identify, assess and reduce CCN Communications environmental risks and financial costs;
- promote and raise awareness, at all levels within CCN Communications of the impact of emerging environmental issues, whether legislative or best practice;

-
- maintain open dialogue with the board of directors, other management and internal staff on all environmental issues;
 - train staff at all levels in environmental issues and responsibilities;

2.3 Managers and Supervisors

- actively participate in the promotion and operation of this environmental policy;
- allocate the operation of this policy a similar level of priority as other business activities including production and sales;
- ensure that all employees are aware of the measures necessary to ensure full compliance with our Policy.

2.4 Employees

- be aware of and fully participate in the efforts, priorities and activities designed to protect the environment in all operations conducted by CCN Communications;
- The policy is to form an element of the induction process for each employee/new starter;
- Individuals may from time to time be allocated specific responsibilities for the implementation of the policy;
- Environmental responsibilities will be set out in writing and allocated only to those individuals that are competent to discharge them.

Part 3 – Expertise and Competence

The Board have appointed a Safety, Health and Environmental Manager to provide expertise, guidance and specific competence where necessary.

Part 4 – Auditing

CCN Communications environmental performance will be audited on an annual basis. A report will be forwarded to the Board and will be included in the agenda as necessary.

Part 5 – Environmental Management Organisation

