

Environmental Policy for **TER** Calibration Ltd

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1. General Policy Statement

It is policy of **TER** Calibration Ltd both to adhere to all legal requirement related to environmental issues and to meet our own strict environmental objectives.

2. Policy Objectives

To include environmental improvement objectives as part of **TER**'s integrated business & marketing plan.

It is **TER**'s policy to aid the environment by using our purchasing power, hence both existing and prospective suppliers are required to issue **TER** with an achievable environmental policy to which they are committed

TER believes that in order to make an impact the environmental officer needs to have significant power within the company. Hence **TER**'s environmental officer has the right of veto at management level.

TER believes it is important to provide training regarding environmental improvement initiatives. Expert training is targeted at the 'Environmental Officer' and general training for all other members of the company.

TER believes it is the responsibility of all members of staff to strive to find ways of improving the environment.

Where possible **TER** makes changes to processes to improve the company's environmental performance.

Where applicable, reusable items are used instead of disposable items.

TER believes in compliance with present and future legislation regarding environmental issues.

3. Ownership

This policy is managed by: -

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4. Issue

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Reminder Date: 15/04/2013

Reminder By: Outlook Calendar

5. Reviews Policy

This policy is to be reviewed at least once every 12 months.

The document will be named **TER**EnvPolx (where x is the version) and will be in word and *.pdf. An active version will be copied to the internet which will then be visible from the intranet. The working copy should be stored in T:\Directors\Environmental\. All previous copies of the document will be archived and the relevant records added to the document management system. Archived documents will be stored in T:\Directors\Environmental.

All changes to the policy will be duplicated in the document Section 6 under the heading of Changes Made to this review. The specific areas of change will be detailed along with the reasons for the change and the specific section of the document that has changed.

6. Communication

TER will publish this policy on the company intranet. All changes made to the policy will be broadcast to the staff by email and copy of the email will be attached to the staff notice-board.

7. Changes Made to this Version

This version is the same as the previous version all but in layout.

8. Policy Personnel

TER believes that all staff members are responsible for meeting our environmental goals. It is the responsibility of the environmental officer to make company members aware of impacting issues, existing policy and new initiatives. Furthermore, the officer has the authority to escalate environmentally impacting management decisions up to board level. It is also the officer's duty to advise company directors of environmental issues. It is therefore the overriding responsibility of the board of directors that **TER** achieves the goals relating to this policy document.

9. Resource Management - Policy Statements

To attempt to be more efficient in our use of energy by improving building insulation, assessing the efficiency of our heating control systems and making power consumption one of the key specifications for our buyers when purchasing new Electric and Electronic calibrators.

To develop our IT systems and move further towards a paperless system.

To utilise re-cycled products e.g. paper, printer cartridges, and product packaging.

To purchase environmentally friendly products; avoiding CFC's.

To ensure that **TER's** fleet of vehicles is maintained to the highest standards in order to reduce fuel consumption, and emissions.

To promote defensive driving practices for drivers, holding regular reviews where best practices i.e. accelerating, braking, cornering, and carrying are assessed.

The battery policy is the result of an internal surveys carried out since Jan 2004, investigating the most appropriate approaches for the environmental handling of fuel cells and batteries.

10. Contributing to Environmental Accountability

TER adheres to all legal obligations and other higher voluntary standards.

TER sets objectives and targets for continuous improvement and measures and constantly reviews our performance (i.e. our BS EN ISO 9001 accreditation).

TER engages with, listens and acts upon the input of all our customers and employees.

TER includes health, safety, and environmental performance in the appraisal of staff and rewards accordingly.

TER expects all employees to take responsibility for living up to our commitments concerning environmental and social responsibility. All employees are fully accountable for policy implementation and must provide assurance on compliance for their specific areas of responsibility.

11. Recycling

Packaging is to be recycled where possible and non-recyclable packaging should not be bought unless there is good reason to do so.

a. Disposal of Batteries Current environmental regulations classify all batteries as hazardous waste and disposal of any type of battery via our commercial waste collection is not an option. All spent batteries are stored separately for collection. (See battery recycling policy.)

*Details of environmental projects can be obtained from the [TER](#).