

# Environmental Policy



**Policy Scope:** This policy satisfies the requirements of ISO 14001:2015 and it is the responsibility of all individuals under the employment of Novus Property Solutions Limited to ensure on-going compliance with the relevant procedures.

Responsibility for the environmental impact of our business forms a core part of our corporate social responsibility approach. To achieve this, we operate in a responsible manner within relevant legislative requirements, company procedures, applicable standards and contractual arrangements so as to protect the environment and prevent pollution. This Policy outlines the main objectives to demonstrate how we will ensure our environmental impact is reduced. This policy and the subsequent requirements relate to all employees and business functions.

We operate our business activities to meet the requirements of a certified ISO 14001:2015 Environmental Management System. Our management team ensure that it is fit for purpose and are responsible for identifying how it will evolve and develop as an integral part of business operations.

## Leadership

This Policy outlines our arrangements for meeting the requirements of ISO 14001:2015 and environmental management principles as part of our Environmental Management System.

Leading by example, management across the organisation take an active role in the Plan, Do, Check, Act process to ensure continual business improvement through strong leadership. Management reviews are completed on an annual basis using the management review agenda. This is formally recorded and attended by business leaders and senior management.

Management Review outputs are utilised to determine the objectives and targets for the following year to drive continual business improvement.

This approach is governed via:

- ◆ Planning NPS-CSP 008
- ◆ Management reports
- ◆ Management review
- ◆ Objectives and target setting
- ◆ Objectives and target tracking

## Practical Application of the Policy

Our Directors and management teams are committed to the maintenance and continual improvement of our Environmental Management System.

The Board takes an active role in reviewing key management information to ensure that risks and opportunities are identified, and suitable actions taken to ensure business improvements.

It is our commitment to:

- ◆ Comply with all relevant environmental legislation, regulations, and any other relevant compliance obligations, including those of interested parties.
- ◆ Reduce significant environmental impacts through effective planning and management of our operations.
- ◆ Protect the environment and prevent pollution from our site activities.
- ◆ Ensure that works are carried out with minimal impact to the local communities and do not create a nuisance to neighbouring properties.

- ◆ Educate and increase awareness of environmental issues ensuring the appropriate level of information, training and competence of all staff involved in delivering environmental improvements is maintained.
- ◆ Monitor and manage our fleet of vehicles in relation to fuel economy and emissions, to enable us to set targets for reduction of our carbon footprint.
- ◆ Carefully select our waste partners to ensure that they meet our environmental objectives and support our waste strategy to reduce waste produced and increase diversion from landfill.
- ◆ Promote and encourage the selection and use of sustainable materials and the circular economy. Reviewing and reducing raw material wherever possible, using materials from renewable sources, recycled or recyclable materials.
- ◆ Collect, measure and analyse data in a positive manner and use these results to continually improve the Environmental Management System.
- ◆ Continue to monitor and measure accurate energy usage data to identify opportunities for energy reduction. Use energy more efficiently and consider our buildings' energy performance, to enable realistic targets to be set and our carbon footprint to be reduced year on year.
- ◆ Define roles and responsibilities for managing our energy usage, educating and raising awareness amongst staff regarding their responsibilities under this policy.
- ◆ Reduce paper consumption by the introduction of digitalisation and online data storage systems.
- ◆ Review and use the results of internal and external audits, environmental impacts, non-conformities, procedure reviews, complaints, performance reviews and changes in legislation to ensure the continual improvement of environmental management systems and to enhance our environmental performance.

Further detail as to the interactions of the Environmental Management System can be found within the Company System Manual NPS-CSM 001

## Responsibilities

This policy statement forms part of the Novus Property Solutions Limited Environmental Management System. It will be reviewed at regular intervals and be communicated to all staff and interested parties as required. The Policy is available on the company website, company intranet, office noticeboards and is displayed within site cabins, where employees do not have intranet access.

The Quality and Administration Manager is responsible for communicating this policy, for providing support to managers and for ensuring the maintenance, regular review and updating of this policy.

Responsibilities and authorities are assigned to each functional position within the business to ensure that the Vision, Mission Statements and Policies are understood and adopted. It is the responsibility of each and every employee to fully comply with the requirements outlined in this policy as well as the relevant business policies, procedures and processes; in particular, by cooperating and carrying out their work in such a manner as to not endanger the environment.

This policy does not give contractual rights to individual colleagues.

Authorised by:   
Chief Executive Officer

**Document History:**

Version	Issue Date	Review Date	Author	Comments
A	July 2017	July 2018	Laura Brown	Policy revised to meet ISO 14001:2015 requirements
B	January 2019	January 2020	Paul Gibson	Policy revised to meet company template
C	July 2019	July 2020	Paul Gibson	Policy revised to meet new company template
D	22 <sup>nd</sup> Nov 2019	22 <sup>nd</sup> Nov 2020	Paul Gibson	This policy does not give contractual rights to individual colleagues added.
D	22 <sup>nd</sup> Nov 2020	22 <sup>nd</sup> May 2021	Jennifer Bragg	No changes. Short review date due to restructuring.
E	June 2021	June 2022	Blair Birrell	Practical Application updated. New policy format.
E	June 2022	June 2023	Blair Birrell	No changes.
F	June 2023	June 2024	Edward Hawksey	No changes
F	June 2024	June 2025	Edward Hawksey	No changes
G	June 2025	June 2026	Edward Hawksey	Responsibilities section - Person responsible job title change