



## Environmental Policy

The British Institute of Cleaning Science Limited Incorporating BICS Business Services Limited (the 'Organisation') recognises the importance of environmental protection and is committed to operating its business responsibly and in fulfilment of its compliance obligations relating to the provision of standards, accredited training, qualifications, verification and membership services within the cleaning industry. It is the Organisation's declared policy to operate with and to maintain good relations with all regulatory bodies.

It is the Organisation's objective to carry out all measures reasonably practicable to meet, exceed or develop all necessary or desirable requirements, to protect the environment and to continually improve the Environmental Management System to enhance environmental performance through the implementation of the following:

- a) Assess and regularly re-assess the environmental effects of the Organisation's activities
- b) Provide relevant environmental training and promote environmental awareness to employees, and where appropriate, to suppliers.
- c) Minimise waste through, prevention, re-use and recycling where possible, whilst promoting the use of renewable materials.
- d) Minimise the use of energy, waste and natural resources
- e) Dispose of waste safely and legally
- f) Minimise nuisance factors, such as noise and air pollution
- g) Minimise the risk to the general public and employees from operations and activities undertaken by the Organisation.

The Environmental Management System ensures management is committed to:

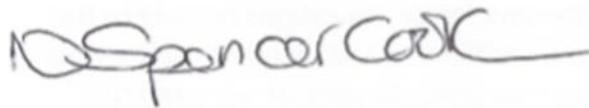
- Establishing, implementing and maintaining the environmental policy.
- Setting measurable environmental objectives for relevant functions, levels and processes at annual management review meetings.
- Implementing the Environmental Audit Programme to aid the monitoring, review and revision of these environmental objectives in annual management review meetings.
- Using this information as a means of evaluating the processes and effectiveness of the Environmental Management System.
- Continually developing and improving the Environmental Management System.
- Providing the necessary resources and ensuring responsibilities and authorities are determined and communicated throughout the business.

The structure of the Environmental Management System is defined in the Environmental Manual.

All personnel understand the requirements of this environmental policy and abide with the contents of the Environmental Manual. Copies of this environmental policy are made available to all members of staff and to relevant interested parties through display on our website.

Decisions and actions resulting from management review meetings are communicated to the individuals responsible for implementation in accordance with their role and responsibilities, informing them of their contribution to the effectiveness of the Environmental Management System.

This environmental policy is reviewed regularly to ensure its continued suitability.

A handwritten signature in black ink that reads "Neil Spencer-Cook". The signature is written in a cursive style with a long horizontal stroke at the end.

**Neil Spencer-Cook**  
Chief Operating Officer  
March 2018