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**ENVIRONMENTAL  
POLICY  
AND  
ACTION PLAN**

**RJ Holmes Environmental Management Programme is identified as:**

- 1) Commitment - (Decision to proceed)
- 2) Preparatory Review - (Plan the way forward)
- 3) Produce Environment Policy
- 4) Identify Organisational Interfaces
- 5) Produce Register of Environmental Effects
- 6) Produce Register of Environmental Regulations
- 7) Identify Objectives and Targets
- 8) Produce Management Programme
- 9) Produce Environmental Management Manual
- 10) Introduce Operational Controls
- 11) Produce Environmental Records
- 12) Undertake Environmental Audits
- 13) Undertake Environmental Reviews
- 14) Third Party Environmental Certification
- 15) System Maintenance
- 16) Third Part Environmental Surveillance

## **RELEVANT ENVIRONMENTAL DEFINITIONS**

### **Continual Improvement**

Year-on-year enhancement of the overall environmental performance, (not necessary in all areas of activity), resulting from continuous efforts to improve in line with the company Environment Policy and objectives. These enhancements will, where appropriate, be achieved by measures such as:

- Introduction of developments in products, services, processes and facilities.
- Enhanced product quality, operational efficiency and resource utilisation.
- The application of measures, with a view to reducing adverse environment effects to levels not exceeding those corresponding to economically viable application of best available technology.

### **Environment**

The surroundings and conditions in which the RJ Holmes operate, including living systems (human and other) therein.

### **Environment Effect**

Any direct or indirect impingement of the activities products and services of the RJ Holmes upon the environment, whether adverse or beneficial.

### **Environment Effects Evaluation**

A documented evaluation of the environmental significance of the effects of the RJ Holmes's activities, products and services.

### **Environmental Effects Register**

A list of the significant environmental effects known or suspected, of the activities, products and services of the RJ Holmes

### **Environmental Management**

Those aspects of the overall management function that develop implement and maintain the environmental policy of business.

### **Environmental Management Audit**

A systematic evaluation to determine whether or not the environmental management system and the environmental performance it achieves conform to planned arrangements, and whether or not the system is implemented effectively, and is suitable to fulfil the businesses' Environmental Management Programme.

### **Environmental Management Manual**

The document describing the overall system, and making reference to the procedures for implementing the RJ Holmes's Environmental Management Programme.

### **Environmental Management Programme**

A description of the means of achieving environmental objectives and targets.

### **Environmental Management Review**

The formal evaluation by management of the status and adequacy of the business Environmental Policy, systems and procedures in relation to environmental issues, regulations and changing circumstances.

### **Environmental Management System**

The organisational structure, responsibilities, practices, procedures, processes and resources for implementing environmental management.

### **Environmental Objectives**

The broad goals, arising from the environmental policy and effects evaluation, that the RJ Holmes have set to achieve, and which are quantified wherever practicable.

### **Environmental Policy**

A public statement of the intentions and principles of action of the RJ Holmes, regarding its environmental effects, giving rise to its objectives and targets.

### **Environmental Targets**

Detailed performance requirements quantified wherever practicable, applicable to the RJ Holmes or parts thereof, that arise from the environment objectives and that need to be set and met in order to achieve those objectives.

### **Interested Parties**

Those with an interest in the environmental effects of the business activities, products and services. They include those exercising statutory environmental control over the company, local residents, investors and insurers, customers and consumers, environmental interest groups and the general public.

**Organisation**

Any organised body or establishment, for example, a business, company, government department, charity or society. For bodies or establishments with more than one site, a single site may be defined as an organisation.

**Verification Activities**

All inspection, test and monitoring work related to environmental management.

**Introducing the Company Environment system**

The business shall establish and maintain an Environmental Management System (EMS) as a means of ensuring that the effects of the activities, products and services of the organisation conform to the Company Environmental Policy and associated objectives and targets. This shall include:

- \*The preparation of an environmental management manual.
- \*The preparation of relevant environmental management procedures.
- \*The effective implementation of the systems, procedures and instructions.

This environmental system will supplement the company quality management system, with respect to environmental specific areas.

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**R J Holmes**

**MANAGING DIRECTOR**

DATE: