Vigilant
Security and FM Services

Environmental Policy

Date: **14th May 2025** Issue: **18** Review Date: **13th May 2026**	**VSS-COM-POL-002**

OBJECTIVE - The objective of the VSS environmental policy is to set out the organisation's commitment and direction for managing its impact on the environment.

SCOPE

Vigilant Security Services (UK) Ltd (VSS) is committed to the continual improvement of its environmental performance, with the aim of reducing environmental impacts to levels not exceeding those achievable through the economically viable application of best available practices and techniques.

The purpose of this policy is to outline the Company's Environmental Management System (EMS) and to define the formal requirements, responsibilities, and objectives necessary to ensure compliance with ISO 14001 standards.

These controls define how the Company manages significant environmental aspects associated with security guarding, mobile patrol, response services, CCTV monitoring and office activities.

The Compliance Manager shall ensure these controls are implemented, monitored and reviewed through the Environmental Management System.

The scope of this EMS applies to all VSS operations within the United Kingdom and Ireland.

Contents

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ENVIRONMENTAL POLICY

1   NORMATIVE REFERENCES

ISO 14001:2015.

2.   TERMS AND DEFINITIONS

2.1   Environment

Surroundings in which our organization operates, including Greenhouse Gas Emissions and Energy Use, Water Management, Air Emissions, Waste Management, Chemical and Hazardous Substances, Biodiversity Protection, Deforestation and Sustainable Procurement.

2.1A   Greenhouse Gas Emissions and Energy Use

Relevant ISO Clauses: 6.1.2, 6.2, 7.1, 8.1, 9.1

The Company recognises energy consumption and fuel use as a significant environmental aspect and a primary contributor to climate change.

Operational Controls

The Company shall:

- Monitor electricity consumption at offices and control rooms where data is available.
- Monitor fuel consumption of company vehicles and mobile patrol operations.
- Implement energy efficiency measures including:
    - LED lighting
    - Timers and motion sensors
    - Automatic shutdown of IT equipment
- Optimise patrol routing to reduce mileage.
- Minimise unnecessary travel through remote monitoring and digital reporting.
- Replace vehicles with low-emission or electric alternatives when operationally viable.
- Procure renewable electricity tariffs where practicable.

Monitoring & Objectives

The Company will:

- Quantify emissions using UK Government GHG Conversion Factors where practical.
- Establish annual energy and carbon reduction objectives.
- Review performance during Management Review meetings.

2.1B   Water Management

Relevant ISO Clauses: 6.1.2, 6.1.3, 8.1, 9.1

Water consumption is a minor but controllable environmental aspect relating to office welfare facilities.

Operational Controls

The Company shall:

- Monitor water consumption where metering information is available.
- Install water-efficient fixtures when reasonably practicable.
- Inspect facilities periodically to detect leaks.
- Promote responsible water use among employees and contractors.
- Comply with local sewer discharge requirements.

Monitoring

Water use shall be periodically reviewed as part of environmental performance evaluation.

2.1C   Air Emissions

Relevant ISO Clauses: 6.1.2, 6.1.3, 8.1, 9.1

Air emissions primarily arise from company vehicles and heating systems.

Operational Controls

The Company shall:

- Maintain vehicles in accordance with servicing schedules.
- Ensure compliance with UK emissions regulations and Clean Air Zone requirements.
- Prohibit unnecessary engine idling.
- Maintain heating and HVAC systems for efficient operation.

Monitoring

Vehicle emissions performance shall be reviewed through fuel usage and maintenance records.

2.1D   Waste Management

Relevant ISO Clauses: 6.1.2, 6.1.3, 8.1, 8.1.4 **(outsourced processes), 9.1**

Waste streams include paper, packaging, batteries, uniforms and small electrical equipment.

Operational Controls

The Company shall:

- Apply the waste hierarchy: Reduce, Reuse, Recycle, Recover, Dispose.
- Minimise paper through electronic reporting systems.
- Segregate recyclable materials.
- Use licensed waste carriers.
- Retain waste transfer documentation as required by the Environmental Protection Act 1990.
- Dispose of WEEE and batteries via authorised contractors.

Monitoring

Waste performance shall be reviewed periodically and improvement opportunities identified.

2.1E   Chemicals and Hazardous Substances

Relevant ISO Clauses: 6.1.2, 6.1.3, 7.2, 8.1, 8.2 **Emergency Preparedness**

Chemicals are limited to cleaning products, fuels and maintenance materials.

Operational Controls

The Company shall:

- Maintain a COSHH register.
- Store substances in labelled containers.
- Train relevant employees in safe handling and spill response.
- Provide spill kits where risk exists.
- Prevent discharge into drains or watercourses.
- Select environmentally preferable products where practicable.

Emergency Preparedness

Environmental incidents involving spills shall be managed under the Business Continuity and Incident Response Procedures.

2.1F   Biodiversity Protection

Relevant ISO Clauses: 6.1.2, 8.1

Although primarily urban, operations may occur at sensitive sites.

Operational Controls

The Company shall:

- Avoid disturbance to wildlife during patrols.
- Comply with client ecological site rules.
- Prevent littering and pollution at all locations.
- Report environmental damage incidents to the client and management.

2.1G   Deforestation and Sustainable Procurement

Relevant ISO Clauses: 6.1.2, 8.1, 8.1 **Procurement Control**

Environmental impacts also arise through purchased goods and services.

Operational Controls

The Company shall:

- Purchase FSC/PEFC certified paper where practicable.
- Prioritise digital communication over printing.
- Consider supplier environmental performance during selection.
- Avoid products linked to illegal logging.
- Encourage environmentally responsible supply chains.

Seas and Oceans

Although not part of our Environmental Aspects & Impacts Register, as a UK-based security company, we recognise that our operations can indirectly affect marine environments and we are committed to protecting the health of seas and oceans through responsible practices.

We minimise environmental impact by reducing fuel consumption in patrol and response vehicles through efficient route planning and low-emission fleet choices, preventing pollution through proper storage and disposal of fuels, oils

and cleaning chemicals, and ensuring any coastal or waterside deployments follow strict spill-prevention procedures.

Our procurement policies prioritise environmentally responsible suppliers, limit single-use plastics in equipment and packaging, and favour recyclable or reusable materials wherever operationally feasible.

Staff receive environmental awareness training, including reporting procedures for suspected contamination, wildlife disturbance or illegal dumping observed during duties.

Through compliance with UK environmental legislation and continual review of our environmental management processes, we aim to conserve marine ecosystems and contribute to the wider protection of coastal and ocean environments.

2.2   Environmental Aspect

Element of an organisations activities or products or services that can interact with the environment.

2.3   Environmental Impact

Any change to the environment, whether adverse or beneficial, wholly or partly resulting from an organisations environmental aspect.

2.4   Prevention of Pollution
Use of processes, practices, techniques, services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of pollutant or waste, to reduce adverse environmental aspects.

3.   ENVIRONMENTAL MANAGEMENT SYSTEM REQUIREMENTS

3.1   General Requirements

VSS shall establish, document, implement, maintain and continually improve its Environmental Management System (EMS) in accordance with the requirements of ISO:14001 and determine how it will fulfill these requirements. The scope of our EMS is defined in Sec 1.

3.2   Policy Statement

Vigilant Security services Ltd (VSS) is committed to the continual improvement of its environmental performance, with a view to reducing environmental impacts to levels not exceeding those corresponding to economically viable applications of

best available practices and techniques. Our policy is appropriate to the nature, scale and environmental impacts of our activities, products and services.

This policy is the driver for implementing and improving our Environmental Management System (EMS) so that we can maintain and potentially improve our environmental performance. Our Senior Management Team (SMT) is committed to ensuring that we comply with applicable legal requirements which relate to our Environmental Aspects and other requirements, to prevent pollution and to continually improve.

This policy provides the framework upon which we set and review our environmental objectives and targets. VSS shall document, implement and maintain this policy. This policy is communicated to all employees and clients in the Site Assignment Reference Manual, to ensure their awareness of both this policy and their role in implementing, maintaining and improving it.
Our environmental performance will be reviewed 4-weekly at our SMT meeting to monitor our progress and ensure our compliance, and this policy will be reviewed bi-annually or sooner if required by legislative change or a significant change in our business.

VSS shall ensure this policy is available to the public on its website www.vigilantsecurityservices.co.uk.

3.3   Planning

3.3.1 Environmental Aspects

The Compliance consultant shall periodically review the environmental aspects of our activities, products and services within the defined scope of our EMS that we can control and those we can influence.

Our procedure is to consider planned or new developments, or new or modified activities, products and services and determines those aspects that have or can have significant impact(s) on the environment (i.e. Significant Environmental Aspects (SEAs).

This review will take place at each periodic Senior Management Team (SMT) meeting where we shall review the materials and equipment we are using and assess their effect on the environment. These SEAs are recorded in our Register of Environmental Aspects & Impacts, Annex A, complete with identified Control Measures, and 'risk-rated' using the following methodology:

- Impact   The severity of the environmental impact.
- Scale   The size or likelihood of the impact.

- Risk Rating   The actual risk rating of the impact.

Both impact and scale are graded as follows:

- Low   Minor

- Medium   Significant

- High   Major

The Risk Rating is assessed using the following Risk Matrix:

High Impact	**Med**	**High**	**High**
Medium Impact	**Low**	**Med**	**High**
Low Impact	**Low**	**Low**	**Med**
	Low Scale	**Med Scale**	**High Scale**

VSS shall document this information and hold both electronically with this policy and 'hardcopy' in Master File 1. VSS shall ensure that the SEAs are taken into account in establishing, implementing and maintaining this EMS.

3.3.2 Legal and Other Requirements

For VSS to identify its applicable legal requirements and other requirements to which we subscribe related to its environmental aspects and determine how these requirements apply to its environmental aspects, we monitor various websites and subscribe to email updates from government bodies and other outside sources covering the Environmental issues.
Utilizing outside sources such as the HSE and Envirowise, we have set up this database, identifying all areas requiring our compliance and detailing how we are complying with them. This database will form our 'Register of Legislation' and will be taken into account when maintaining and developing our EMS.

VSS receive an emailed monthly environmental update from Envirowise.Gov. Should our register need to be updated, the Compliance Manager is responsible for accessing the database and annotating details of our compliance accordingly.

The Compliance Manager will also research this database and www.netregs.gov.uk prior to updating this register, if required, and reporting any changes at each SMT. Should the scope of our business change the Business

Systems Manager is responsible for ensuring our 'on-line' register is updated accordingly.

3.3.3 Objectives, Targets & Programme(s)

VSS shall establish, implement and maintain documented Environmental Objectives and targets, at relevant functions and levels within the organization.

The objectives and targets shall be measurable, where practicable, and consistent with this environmental policy, including the commitments to prevention of pollution, to compliance with applicable legal requirements and with other requirements to which the organization subscribes, and to continual improvement.

When establishing and reviewing its objectives and targets, VSS shall take into account the legal requirements and other requirements to which the organisation subscribes, and its significant environmental aspects. It shall also consider technological options, its financial, operational and business requirements, and the views of interested parties.

VSS shall establish, implement and maintain a programme(s) for achieving its objectives and targets. Programme(s) shall include:

- Designation of responsibility for achieving objectives and targets at relevant functions and levels of the organization.

- The means and timeframe by which they are to be achieved.

These Objectives and Targets are measurable, where practicable, and consistent with this policy, including the commitments to prevent pollution, to compliance with applicable legal requirements and with other requirements to which we subscribe, and to continual improvement.

The progress status of these Objectives and Targets will be reviewed and minuted at the 4-weekly SMT meetings taking into account the legal requirements and other requirements to which we subscribe, and our significant environmental aspects. We will also consider our technical options, operational and business requirements, and the views of other interested parties. These Objectives are detailed at Annex B.

4   IMPLEMENTATION AND OPERATION

4.4.1 Resources, Roles, Responsibility and Authority

The SMT will ensure the availability of resources essential to establish, implement, maintain and improve our EMS. Resources include human resources

and specialised skills, organisational infrastructure, technology and financial resources.

Roles, responsibilities and authorities shall be defined, documented and communicated in this policy in order to facilitate effective environmental management. The CM is responsible and has authority for:

- Ensuring that the EMS is established implemented and maintained in accordance with the requirements of ISO 14001.

- Reporting on the performance of the EMS for review, including recommendations for improvement at the 4-weekly SMT meetings.

Further roles and responsibilities have been defined in Section 4.3.3 and authorities will be set by the SMT as required during the 4-weekly SMT meetings.

4.4.2 Competence, Training and Awareness

VSS shall ensure that any person performing tasks for it or on its behalf that have the potential to cause a significant environmental impact(s) identified by VSS is (are) competent based on appropriate education, training or experience, and will retain associated records. This awareness training will consist of:

- Initial EMS awareness training by the HR Director for all new employees during their induction followed by a signed declaration on their 'Acceptance of Employment' letter from HR.

- Annual EMS awareness refresher training by the Business Systems Manager for all Head Office employees.

- Inclusion of this Policy in the site Assignment Instructions.

- Regular EMS awareness training completed by our Mobile supervisors during their site audits.

- Reference to our EMS when required in our Safety Committee minutes which are sent to all employees.

The Human Resources (HR) Director shall identify training needs associated with the Company's environmental aspects and its EMS and provide training or take other action to meet these needs and will retain associated records.

The HR Director shall ensure VSS employees are aware of:

- The importance of conformity with this policy and procedures and with

the requirements of the EMS.

- The significant environmental aspects and related actual or potential impacts associated with their work, and the environmental benefits of improved personal performance.

- Their roles and responsibilities in achieving conformity with the requirements of the EMS and the potential consequences of departure from specified procedures.

4.4.3 Communication

The Operations Director is responsible for ensuring the effective communication of environmental information at all levels of the Company's structure:

- Ensuring an updated copy of this policy is available to all employees on site and for all 'Head-Office' employees in the Master Document Files held at AMC House.

- Annual Quality Management System Training for all 'Head-Office' employees.

- The distribution of our bi-annual Safety Committee minutes to every employee.

- Environmental updates in the Company Newsletter.

The Operations Director is responsible for receiving, documenting and responding to relevant communications from externally interested parties, recording details in the HSE section of our Document Control Register.

VSS does not communicate externally about its significant environmental aspects. This decision will be reviewed by the SMT, and should we decide to communicate externally we will establish and implement a method for this external communication.

4.4.4 Documentation

Our EMS documentation shall include:

- This policy, the objectives and targets detailed in Sec 2 and the supporting documentation detailed therein.

- The description of the Scope of the EMS (Sec 1).

- The description of the main elements of the EMS and their interaction,

and reference to related documents.

- Documents, including records, required by ISO:14001.

- Documents, including records, determined by the organization to be necessary to ensure the effective planning, operation and control of processes that relate to its significant environmental aspects. These will be held electronically by the Business Systems Manager and hardcopy in Master File 1 within The Foundry.

4.4.5 Control of Documents

The Operations Director is responsible for ensuring that the documents required by our EMS are controlled in accordance with our Quality Support Process VSS-COM-PRO-002. This Process details the:

- Approval of documents for adequacy prior to issue.

- Review and update as necessary and re-approval of documents.

- Identification of changes and the current revision status of documents.

- Availability at point of use of the relevant versions of applicable documents.

- Procedure for ensuring documents remain legible and readily identifiable.

- Procedure for ensuring that documents of external origin determined by the organization to be necessary for the planning and operation of the EMS are identified and their distribution controlled and prevent the unintended use of obsolete documents and apply suitable identification to them if they are retained for any purpose.

4.4.6 Operational Control

VSS will identify and plan its operations that are associated with the identified significant environmental aspects consistent with this policy, its objectives and targets by ensuring this policy is maintained to avoid deviation from it and communicating this policy to our suppliers and contractors where appropriate.

These actual process controls of procurement are reflected in our Quality Objective and in our Financial Process, VSS-COM-PRO-004. The Financial Controller is responsible for the development and maintenance of a Company Environmental Asset Register to include a record of energy usage and ultimate

disposal details of all items of value over £100. The HR Director is responsible for maintaining a 'Head Office' Environmental Asset Register for all items in Control and in The Foundry.

VSS shall monitor what waste our Officers produce and how each site 'landlord' disposes of our waste by contacting them annually, requesting details of their waste management schemes, and recording their response in the Assignment Instruction Schedule and their respective Site file.

VSS shall monitor and record its paper purchase and recycling levels periodically and record its 'bottled' water usage likewise.

4.4.7 Emergency Preparedness and Response

The VSS 'Business Continuity Plan' (BCP) will be implemented to identify potential/actual emergency situations and accidents that can have an impact(s) on the environment and to confirm and co-ordinate Company response to such a situation. The Business Systems Manager will co-ordinate the periodic review and testing of this Plan at each SMT.

VSS shall respond to actual emergency situations and accidents and prevent or mitigate associated adverse environmental aspects.

5   CHECKING

5.5.1 Monitoring and Measurement
VSS shall establish, implement and maintain a procedure to monitor and measure, on a regular basis, the key characteristics of its operation that can have a significant environmental impact. This procedure shall include the documentation of information to monitor performance, applicable operational controls and conformity with the organisation's environmental objectives and targets. This is the responsibility of the BSM at the periodic SMT meeting.

5.5.2 Evaluation of Compliance

Consistent with its commitment to compliance, VSS shall establish, implement and maintain a procedure for periodically evaluating compliance with applicable legal requirements and other requirements to which it subscribes.

The Operations Director is responsible for periodically evaluating Company compliance with this policy as detailed in Sec 4.3.2. This policy will be subject to a minimum of two Internal Audits each year by the Compliance Manager who will:

- Distil the main legal requirements we need to comply to and audit

against these as an evaluation of legal compliance.

- Audit this policy against each clause of ISO 14001.

- Audit this policy to evidence that VSS are complying with it.

This will ensure the effective evaluation of our EMS by auditing against the specific legal requirements. The results of Internal Audits will be recorded.

5.5.3 Non-Conformity, Corrective and Preventative Action

The Operations Director is responsible for dealing with actual and potential nonconformity and for taking corrective and/or preventative action using the Company Service Defects System to ensure the following:

- Identifying and correcting nonconformity (ies) and taking action(s) to mitigate their environmental impacts.

- Investigating nonconformity (ies), determining their causes and taking actions to avoid their recurrence.

- Evaluating their need for action(s) to prevent nonconformity (ies) and implementing appropriate actions designed to avoid their occurrence.

- Recording the result of corrective action(s) taken and reviewing the effectiveness of corrective action(s) and preventative action(s) taken.

The actions taken should be appropriate to the magnitude of the problems and the environmental impacts encountered with the EMS being amended as necessary.

5.5.4 Control of Records

The SMT minutes will form the basis for recording Company conformity to its EMS and ISO 14001 and of highlighting the results achieved. All documents will be managed in accordance with VSS-COM-PRO-002 Section 3 'Document Control Process'.

5.5.5 Internal Audit

The Operations Director, with the assistance of the Compliance Manager, is responsible for the bi-annual audit of this policy, as detailed in Sec 4.5.2, to ensure that the Company EMS conforms to ISO:14001, has been properly implemented and maintained, and reports the audit findings to the SMT.

Our Audit program should be planned, established, implemented and maintained

by the Operations Director with the assistance of the Compliance Consultant, taking into consideration the environmental importance of the operation and the results of previous audits. Our Audit procedure shall be established, implemented and maintained at that address:

- Responsibilities and requirements for planning and conducting audits, reporting results and retaining associated records.

- Determining of audit criteria, scope, frequency and methods.

Our EMS Internal Audit Schedule is:

- Internal Audit -01   -   Q1.

- Internal Audit -02   -   Q3.

6   MANAGEMENT REVIEW

The SMT will review Company EMS bi-annually during the Management Review Meetings to ensure its continuing suitability, adequacy and effectiveness. Reviews shall include assessing opportunities for improvement and the need for changes to the EMS, including this policy and its environmental objectives and targets. This review will be minuted.

Input in management reviews shall include:

- Results of internal audits and evaluations of compliance with legal requirements and with other requirements to which the organisation subscribes.

- Communication(s) from externally interested parties, including complaints.

- The environmental performance of the organisation.

- The extent to which objectives and targets have been met.

- Status of corrective and preventative actions.

- Follow up actions of previous management reviews.

- Changing circumstances, including developments in legal and other requirements related to its environmental aspects and recommendations for improvements.

The outputs from management reviews shall include any decisions and actions related to possible changes to environmental policy, objectives, targets and other elements of our EMS, consistent with VSS commitment to continual improvement.

7   ANNEXES

A   -   Register of Environmental Aspects & Impacts.
B   -   Environmental Objectives
C   -   Environmental Performance KPI Dashboard

Annex A — Environmental Aspects & Impacts Register

Activity / Process	Environmental Aspect	Potential Environmental Impact	Existing Controls	Significance*	Relevant ISO 14001 Clause
Mobile patrols & response vehicles	Fuel consumption	Greenhouse gas emissions, climate change	Route planning, vehicle maintenance, low-emission vehicle replacement	**High**	6.1.2 / 8.1
Company vehicles (idling)	Exhaust emissions	Local air pollution	Anti-idling instruction, driver training	Medium	6.1.2 / 8.1
Office & control room electricity use	Energy consumption	Carbon emissions from electricity generation	LED lighting, shutdown procedures, monitoring usage	**High**	6.1.2 / 6.2 / 9.1
Heating & air conditioning	Energy use	GHG emissions	Thermostat control, servicing	Medium	8.1
Water use (welfare facilities)	Water consumption	Resource depletion	Awareness signage, leak checks	Low	6.1.2
Office administration	Paper usage	Resource use & deforestation	Electronic reporting, digital rostering	Medium	8.1 Procurement
Packaging & general office waste	Solid waste generation	Landfill impact	Recycling segregation, licensed waste contractors	Medium	8.1 / 6.1.3
Batteries (torches, radios, bodycams)	Hazardous waste	Soil & water contamination	Battery recycling contractor	**High**	6.1.3 / 8.1
WEEE (radios, monitors, IT equipment)	Electrical waste	Heavy metal pollution	Authorised disposal	Medium	6.1.3
Cleaning products & vehicle fluids	Chemical storage/use	Water contamination from spills	COSHH controls, spill kits	**High**	6.1.2 / 8.2

Activity / Process	Environmental Aspect	Potential Environmental Impact	Existing Controls	Significance*	Relevant ISO 14001 Clause
Patrols at client sites	Disturbance to wildlife	Biodiversity impact	Officer training & site rules	Low	6.1.2
Procurement of uniforms & paper	Raw material sourcing	Deforestation & resource depletion	FSC paper, supplier review	Medium	8.1
Bottled water use	Plastic waste	Pollution & landfill	Refillable bottles encouraged	Low	8.1

Significance is determined considering:

- Legal obligation
- Environmental severity
- Frequency of occurrence
- Stakeholder concern
- Ability to control

High aspects are treated as Significant Environmental Aspects (SEAs) and require operational controls and objectives.

Annex B — Environmental Objectives & Targets Programme

Objective	Target	Key Actions	Measurement Method	Responsibility	Review Frequency
Reduce vehicle carbon emissions	Reduce fuel consumption by 5% per year	Route optimisation, reduce idling, introduce low-emission vehicles	Fuel usage records (litres/month)	Operations Director	Quarterly
Reduce electricity consumption	Reduce office electricity use by 5% annually	LED lighting, auto shutdown, staff awareness	Energy bills (kWh/month)	Compliance Manager	Quarterly
Improve recycling performance	Achieve ≥70% recyclable waste segregation	Provide labelled bins, staff awareness, monitor contractors	Waste contractor reports	Business Systems Manager	6-monthly
Reduce paper usage	Reduce paper purchasing by 20% over 12 months	Electronic reports, digital rostering & forms	Paper purchase invoices	HR Director	Quarterly
Control hazardous waste	100% compliant disposal of batteries & WEEE	Approved recycling contractor & records retained	Waste transfer documentation	Compliance Manager	Annual audit
Prevent environmental incidents	Zero pollution incidents per year	Spill kits, training, incident reporting procedure	Incident log	Operations Director	Ongoing
Improve environmental awareness	100% staff receive annual EMS briefing	Induction & refresher training	Training records	HR Director	Annual
Sustainable procurement	Purchase FSC/PEFC paper and environmentally preferable supplies where practicable	Supplier review & purchasing controls	Procurement records	Financial Controller	Annual

Objective	Target	Key Actions	Measurement Method	Responsibility	Review Frequency
Reduce bottled water use	Eliminate routine bottled water purchases	Provide refillable containers	Purchase records	Facilities Coordinator	6-monthly
Biodiversity protection at sites	Zero verified wildlife disturbance incidents	Officer awareness and reporting	Incident reports	Operations Manager	Annual

- Progress reviewed during Management Review meetings (Clause 9.3)
- Updated if significant aspect changes (Clause 6.1.2)
- Non-achievement triggers corrective action (Clause 10.2)
- Supports continual improvement (Clause 10.3)

Annex C — Environmental Performance KPI Dashboard

Reporting Period: _____

Prepared by: _____

Reviewed at Management Review (Date): _____

1. Energy & Carbon

KPI	Target	Current Performance	Status (✓ / ! / ✗)	Trend	Notes / Actions
Vehicle fuel consumption	−5% annual reduction			↑ ↓ →	
Electricity usage (kWh)	−5% annual reduction			↑ ↓ →	
Low-emission vehicles in fleet	Increasing year-on-year			↑ ↓ →	
Idling incidents reported	0			↑ ↓ →	

2. Resources & Waste

KPI	Target	Current Performance	Status	Trend	Notes / Actions
Recycling rate	≥70%			↑ ↓ →	
Paper usage	−20%			↑ ↓ →	
Bottled water purchases	Eliminated			↑ ↓ →	
Waste documentation compliance	100%			↑ ↓ →	

3. Pollution Prevention & Compliance

KPI	Target	Current Performance	Status	Trend	Notes / Actions
Environmental incidents	0			↑ ↓ →	
Hazardous waste disposal	100%			↑ ↓ →	

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KPI	Target	Current Performance	Status	Trend	Notes / Actions
compliance					
Spill response readiness checks	Completed			↑ ↓ →	
Legal compliance breaches	0			↑ ↓ →	

4. Training & Awareness

KPI	Target	Current Performance	Status	Trend	Notes / Actions
Staff EMS training completion	100% annually			↑ ↓ →	
Environmental briefings delivered	Completed			↑ ↓ →	
Staff environmental suggestions	Increasing			↑ ↓ →	

5. Biodiversity & Sustainable Procurement

KPI	Target	Current Performance	Status	Trend	Notes / Actions
Wildlife disturbance incidents	0			↑ ↓ →	
FSC/PEFC paper purchased	Yes			↑ ↓ →	
Supplier environmental checks	Completed annually			↑ ↓ →	

Status Key
✓ = On Target ! = Minor Deviation (monitor) ✗ = Off Target (corrective action required)
Management Review Summary
Overall Environmental Performance: ☐ Improving ☐ Stable ☐ Declining
Corrective Actions Required:

8   DOCUMENT REVISION HISTORY

2nd Jan 2009	Issue 1	Initial Document
26th Mar 2009	Issue 2	Reviewed Document
23rd Dec 2009	Issue 3	Reviewed Document
7th June 2010	Issue 4	Job Titles change
24th Aug 2011	Issue 5	Annual Review
15th Aug 2012	Issue 6	Annual Review
15th Aug 2013	Issue 7	Annual Review
15th Aug 2014	Issue 8	Annual Review
15th Aug 2015	Issue 9	Annual Review
11th May 2017	Issue 10	Annual Review
11th May 2018	Issue 11	Annual Review
13th May 2019	Issue 12	Annual Review
13th May 2020	Issue 13	Annual Review
13th May 2021	Issue 14	Annual Review
13th May 2022	Issue 15	Annual Review
15th May 2023	Issue 16	Annual Review
15th May 2024	Issue 17	Annual Review & Logo Change
14th May 2025	Issue 18	Annual Review & Implementation of: A) Register of Environmental Aspects and Impacts B) Environmental Objectives C) Environmental Performance KPI Dashboard