

CORPORATE & SOCIAL RESPONSIBILITY POLICY

The company is committed to providing a security service in an environmentally sound and sustainable manner. This will be achieved through continuous improvements in corporate, social and environmental performance and sustainability throughout all our activities.

TrustOn will:

- Treat all groups and individuals in a fair, open and respectful manner.
- Show respect for the individual and treat each in a consistent way, whilst honouring our commitments.
- Ensure that the safety of its internal operations protects the environment.
- Exercise a high level of concern for the environment wherever we operate.
- Reduce waste, conserve energy and explore opportunities for re-use and recycling.
- Develop and apply systems of environmental and social management as part of our day to day operational practice, ongoing management reporting and control procedures.
- Remain alert and responsive to developing Environmental and social issues, knowledge and Public concerns as they occur.

Environmental legislation is constantly increasing and is placing greater demands on industry to become aware of environmental issues and to comply with legislative requirements. The environmental legislation, which must be complied with, includes emissions to the air, liquid effluent, solid waste, dust, noise & storage. The Company is under a legal duty to comply with all relevant legislation. The most important benefit of sustainability is “continuous improvement”.

This will help to contribute to a better environment for the community, therefore providing better living conditions for both the present and future generations. We all have a duty to help to preserve, improve and conserve the environment in which we live.

The company will provide information and advice to our staff on environmental issues ensuring that all staff are aware of our environmental policy, are aware of their own responsibilities and are given the support and training to fulfil them.



The following checklist is designed to do this:

HOW YOU CAN HELP

Purchasing

- Ensure you are purchasing products that are ethically produced
- Purchase locally to reduce transport emissions
- Be aware of resources you use and the waste you produce.
- Think how you can use materials more efficiently and therefore purchase accordingly

Heating

- During the cold weather keep doors and windows closed to prevent heat escaping.
- During warm weather ensure that the heating systems are turned off.
- Dress appropriately for the weather. In cool weather, consider extra clothing.

Cooling

- During warm weather consider opening windows instead of turning on fans or air conditioning.
- When work area is empty ensure that all fans and other equipment is turned off.

Lighting

- Wherever possible, make use of natural light by re-positioning your workspace.
- Ensure lights and fixtures are maintained properly to make use of their maximum output.

Equipment

- When equipment is not in use, such as during lunch breaks, always turn it off.
- Only use equipment when you need to.
- Try to reduce the amount of time equipment is used when unnecessary, such as reducing your photocopying needs.

Travel

- If you drive to work think of using an alternative means of transport, i.e. walk, cycle or use public transport where possible.
- Try to cut down on business travel, use the phone, e-mail or fax whenever possible.

Re-use All You Can!

- Always try to get the most use out of everything you use.

Paper Use

- Use scrap paper for memos and notes etc.
- Re-use envelopes for internal mail.
- Make double sided photocopies where appropriate.
- Where possible, write replies on internal memos.
- Avoid printing emails where this is unnecessary

Packaging

- Re-use paper wrapping.
- Cover old addresses with new addresses for re-posting.
- Re-use all infill materials i.e. bubble wrap etc.

Recycle What You Cannot Use!

- In particular – paper, cardboard, metals (i.e tin and aluminium, glass, certain plastics including plastic cups, oils, solvents
- Make recycling a top priority.

**Follow Basic Recycling Guidelines**

- Make sure each item is put into the correct container.
- Do not dispose of other wastes in recycling containers.
- Store wastes safely and securely.
- Use proper containers. Always securely replace lids.

Practice Good Housekeeping

- As part of your daily routine, keep your work area neat and tidy.
- Clean up spills correctly and promptly.
- Prevent litter from being left in your work area.
- Do not let waste containers become over-filled.
- Practice these policies and let environmental issues become a habit at work and at home.

IMPROVEMENT IDEAS

If you have any suggestions as to how the Company can make any Environmental improvements, please contact the office.