

REAL CLEAN'S ENVIRONMENTAL POLICY

Real Clean strives to continuously improve environmental performance in terms of both regulated and unregulated environmental impacts of conservation of resources. We implement the idea of The Best Practicable Environmental Option introduced by the Government following the agreement by Heads of State in June 1992 to Agenda 21 to bring about sustainable development. This developed from the 1987 Brundtland Report produced by the World Commission on Environment and Development providing that allowable development meets the needs of the present without compromising the ability of future generations to meet their own needs. Real Clean's decision-making process establishes the option which provides the most benefits or least damage to the environment, at acceptable cost, in both the short and long term.

Real Clean recognises that its day to day activities have a range of impacts on the environment and as a company is committed to operating in a sustainable manner, reducing waste, the use of energy and other resources where possible. We understand that, in accordance with the principles of ISO 14001, the proper management of the environmental impacts of our operations is essential.

Through our Quality Management system we implement the ethos of the Environmental Management System. We take into account environmental considerations when planning our goals.

To this end, Real Clean promotes the active involvement and accountability of its staff in promoting resource efficiency and reducing waste.

In particular we:

- Incorporate environmental management considerations into Real Clean's business activities to ensure environmental issues are addressed.
- Ensure compliance with relevant legislation and other regulations.
- Monitor our environmental progress regularly to identify positive aspects or deficient ones which could be improved.
- Ensure that all Real Clean's personnel, including third party workers on behalf of the company e.g. contractors, actively support our environmental programmes.
- Ensure that the company's environmental process is readily communicated to internal and external parties and that reasonable requests for information are responded to appropriately.

Specifically we reduce, re-use and recycle.

No smoking policy

Real Clean has a no smoking policy in its offices.

Use of electronic media

Staff are advised to use electronic media wherever possible to exchange information and to store documents. When duplicating documents, double sided copying is used. Staff are encouraged to adopt a responsible attitude regarding use of paper.

Car Journeys

Staff and Directors are encouraged to reduce the number of car journeys wherever possible. The proportion of public transport journeys undertaken compared with private car journeys for work purposes is 10:1 for the company as a whole. Where possible, staff use public transport.

Use of water, heating and lighting

Staff are encouraged not to waste water and to turn off heating appliances when not required.

Hand binding rather than electric machines are used.

Purchasing Policy

Items such as photocopiers and computers are purchased only from suppliers who provide products with an energy saving mode and low consumption of energy, thus making an appreciable saving of energy.

Office cleaning materials are readily biodegradable.

Re-Use

Mobile phones are re-used for other members of staff and for general office use when replaced.

Packaging and padded envelopes are re-used when possible.

COSSH Regulations

Real Clean's suppliers are required to conform to the COSSH regulations where applicable in

order to ensure that their use of products and processes is controlled.

Printing and paper

Real Clean uses printers who have an environmentally friendly policy regarding the paper and

inks they use and who take into consideration environmental factors when making their own purchasing and operating decisions.

This includes using paper suppliers who buy paper made only from chlorine-free bleaching processes, with repeated washing of pulp to produce safe effluent, and derived from wood merchants who use no hard wood, softwood being taken from sustainable woodlands in accordance with the criteria for biodiversity requirements.

The most environmentally aware of Real Clean's printers use vegetable based inks which are biodegradable.

These inks are easier to clean from the printing machines so that fewer cleaning chemicals are necessary. Disposal of used vegetable based inks is more environmentally friendly, as compared with the oil-based inks which need specialist disposal. A further benefit of using vegetable based inks is that they produce longer lasting colours.

We advise clients to use recycled paper and we ourselves use recycled paper and envelopes on a daily basis. The brand currently used is made from renewable resources and is recyclable. Our stationery suppliers and printers buy from suppliers who compensate for CO₂ emissions by planting new trees.

Waste Management

The waste management strategy currently consists of recycling card and paper, plastics and tins through existing skip facilities.