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# #05:043 ENVIRONMENTAL POLICY

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THE HILL COMPANY

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The Hill Company

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## THE ENVIRONMENTAL POLICY

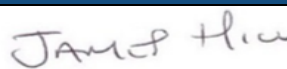
### 1. DOCUMENT OWNER AND APPROVAL

The Quality Management Team is the owner of this document and is responsible for ensuring that this policy is reviewed in line with the requirements of the ISO 14001:2015 Environmental Management Systems.

A current version of this document is available to all employees on request, it does not contain confidential information and can be released to relevant external parties. When any part of this policy is amended, a record is made in the Version History Log shown below and the Version No: and Issue Date is amended in the header of this document. The policy can be fully revised and re-issued at the discretion of the Quality Management Team.

This policy was approved by the Managing Director and is issued on a version-controlled basis under the signature of the Managing Director.

VERSION HISTORY			
Version	Date	Detail	Author
001	31/01/2014	First Edition	TH / SW
002	31/01/2015	New header format	TH / SW
003	31/03/2016	New document layout and reviewed	TH / SW
004	22/11/2016	Reviewed	TH / SW
005	19/06/2017	New document layout and reviewed	TH / SW
006	25/07/2018	Reviewed, information classification added and updated to new format	TH / SW
007	30/09/2019	Changed layout, removed contents page and paragraph numbering.	TH / SW
008	01/02/2022	Added Carbon Neutral Statement	TH / SW
009	09/10/2023	Reviewed / Added a contents page and sections for policy introduction, scope, objectives, plastic, impacts & aspects, monitoring & review, and enforcement.	TH / SW

SIGN OFF AND REVIEW DATE			
Sign Off		Name	James Hill
Position	Managing Director	Date	09/10/2023
Last Reviewed	03/03/2025	Name/s	Terry Hunt Simon Williams

## 2. RESPONSIBILITIES

We have a responsibility to ensure that this policy is managed. Different employees have different roles in relation to this policy and these responsibilities are detailed below:

### 2.1 MANAGING DIRECTOR

- To ensure the Environmental Policy is current and has been reviewed.
- To ensure that all interested parties are adhering to the policy and procedures.
- Ensures that The Hill Company aims to continuously improve its environmental performance and to comply with all relevant environmental legislation that applies to the company.

### 2.2 DEPARTMENT MANAGERS

- To ensure the Environmental Policy is communicated to all employees.
- To ensure employees adhere to the Environmental Policy.
- To ensure any breaches or non-conformities are reported to the Quality Management Team.

### 2.3 QUALITY MANAGEMENT TEAM

- To ensure the company is compliant with the requirements of the ISO 14001:2015 Environmental Management System.
- To ensure the Environmental Policy is reviewed and current.
- To carry out internal audits to ensure the controls are being implemented and compliance is maintained.
- To ensure the impact and aspect matrix is current and reviewed to ensure compliance.
- To ensure all breaches or non-conformities that are reported are logged.
- To ensure environmental awareness is maintained for employees.
- To ensure all employees have been allocated online environmental awareness training.

### 2.4 ALL EMPLOYEES

- To ensure the Environmental Policy is adhered to.
- To highlight any breaches or non-conformities to their supervisor or manager.
- To ensure that online environmental training is completed.

## 3. POLICY INTRODUCTION

The Hill Company recognise the critical importance of environmental sustainability in today's rapidly changing world. As a responsible and forward-thinking organisation, The Hill Company are committed to minimising our environmental impact and contributing to a healthier planet. This Environmental Policy outlines our dedication to sustainable practices and serves as a guiding framework for integrating environmental responsibility into every facet of our operations.

By implementing and continually improving this Environmental Policy, we aim to not only meet our environmental responsibilities but also inspire positive change within our industry and community. Each employee of The Hill Company is integral to the success of this commitment, and together, we strive to create a greener and more sustainable future.

## 4. SCOPE

This policy applies to all employees, contractors, and suppliers of The Hill Company. It encompasses all aspects of our operations, including employment and supply chain management. Including but not limited to:

### 4.1 OFFICE OPERATIONS:

- Energy consumption.
- Water usage.
- Waste management.
- Procurement practices.

### 4.2 PRODUCT/SERVICE LIFECYCLE:

- Sustainable sourcing of raw materials.
- Product design with environmental considerations.
- Packaging materials and design.
- Product end-of-life management.

### 4.3 EMPLOYEE PRACTICES:

- Transportation to and from work.
- Business travel.
- Daily practices that impact the environment.

### 4.4 COMMUNITY ENGAGEMENT:

- Collaboration with environmental projects and initiatives.

## 5. OBJECTIVES

The Hill Company aims to continuously improve its environmental performance, as far as resources allow, and will do this by.

### 5.1 LEGAL COMPLIANCE

- Comply with all relevant environmental legislation that applies to the company.

### 5.2 RESOURCE CONSERVATION

- Conserving and the efficient use of energy, fuel, water, paper, other resources and raw materials.
- Reducing waste through minimising consumption, re-using, recycling and by using refurbished, recycled, and recyclable equipment, products and materials.
- Ensuring that our buildings achieve a good standard or environmental performance.

### 5.3 CONTINUOUS IMPROVEMENT

- Regularly assessing and updating our environmental practices to incorporate new technologies and best practices.
- Reducing any harmful impact its operations have on the local and global environment.
- Outline measures to conserve resources, such as energy, water, and raw materials. These controls are listed within the “Environmental Impacts and Aspects Matrix.”
- Establish procedures for proper waste disposal and recycling.

- Encourage the reduction of single-use items and the promotion of recycling initiatives within the workplace.

#### **5.4 EMPLOYEE AWARENESS**

- Provide training and resources to employees to promote environmental awareness and responsible practices.
- Encourage employees to use resources efficiently and reduce waste wherever possible.
- Raise employee awareness of environmental issues and enlist their support to improve the Company's performance.

#### **5.5 SUPPLIER ENGAGEMENT**

- Collaborate with our suppliers who share our commitment to sustainability.
- Encouraging sustainable sourcing and procurement practices.
- Developing a procurement strategy to ensure that environmental and sustainability issues are addressed in evaluating all relevant contracts, including the purchase of products made from recycled materials.
- Ensuring that goods we buy, which derive from natural sources, do not have an adverse effect on the environment and comply with EU and international trading rules.

#### **5.6 MEASURING AND REPORTING**

- Establishing metrics to measure environmental performance.
- Measure the company's impact on the environment and set targets for ongoing improvement.

### **6. CONSERVING RESOURCES**

#### **6.1 ENERGY**

The majority of energy produced in the UK comes from the burning of fossil fuels – principally coal and gas. Waste products include air pollution emissions such as oxides of nitrogen and Sulphur dioxide and carbon dioxide that contribute to climate change. There are no national targets to reduce energy use as it depends on the type of business and the types of buildings occupied. There is, however, a national target to reduce CO<sub>2</sub> emissions.

To contribute to the national target, The Hill Company will aim to reduce its levels of CO<sub>2</sub> emissions.

##### **6.1.1 TO IMPROVE ENERGY EFFICIENCY BY:**

- The Hill Company, where possible, will buy all electricity from renewable sources.
- Use energy products, such as light bulbs or fluorescent tubes that are low energy and recyclable and recycle them.
- Promoting best practice through, for example, giving practical advice to managers and employees.
- Buying energy efficient, value for money equipment; and where appropriate, taking advantage of public-private partnerships.
- Introducing new, more energy efficient techniques and technologies without sacrificing productivity or comfort.
- 565 solar panels have been installed at the Solus 31 site.

To measure and report on how much energy The Hill Company's buildings, transport and activities consume and the equivalent greenhouse gas emissions. Monthly bills are supplied from the energy supplier and compared to keep track of use and any trends. The Accounts department and the Quality Management Team keep the bills and analysis them by added the information onto an excel matrix.

## **7. WASTE MANAGEMENT**

### **7.1 BACKGROUND**

Increasing environmental awareness and sustainable development drive the need for us to reduce the amount of waste released into the environment. It is therefore not surprising that stringent rules govern how we manage and dispose of those things we no longer want.

A legal "duty of care" exists upon anyone who produces, keeps, stores, transports, treats or disposes of waste. Commercial and industrial waste (toxic or not) are included as are the businesses that handle it. That duty of care only extends to domestic waste so far as for those handling its removal e.g., refuse collectors.

### **7.2 RESPONSIBILITIES**

Where commercial or industrial waste is stored at the workplace, measures must be taken to prevent it from escaping and causing pollution or harm. This involves securing the waste in suitable containers and, especially if outside, making sure that none escapes into the environment. Measures to prevent arson and unauthorised access to waste are also included in this general duty of care.

The law stipulates that waste must only be transferred to an authorised person and before transferring waste to anybody, checks must be made that they have the authority to take it (as explained below). A written description of the waste must be handed to the authorised person on a signed document called a transfer note. The office/person making the transfer must ensure that this transfer note accompanies the waste and, if this is handled by another, then confirmation that this has been done must be sought from them. The aim being to be able to trace the waste from "cradle to grave".

### **7.3 AUTHORISATION**

Those who accept commercial and industrial waste must be authorised and ensure that the waste producer gives a transfer note describing it. The copy of this written note must be kept on file for at least two years. The Environment Agency (EA) in England and Wales and the Scottish Environmental Protection Agency (SEPA) in Scotland enforce the laws relating to waste and may inspect waste management arrangements including transfer note copies kept on site.

Waste may be transported between different places within the same premises without the need for licensing but cannot be taken off site or handed to another without the required certification and documentation as described above. The copies of the transfer notes containing the written description of the wastes must be retained as stated and must be made available to the EA or SEPA if requested.

### **7.4 REDUCING**

The Government has set guidelines for businesses to follow and reduce the amount of waste produced including setting targets to reuse and recycle wherever possible.

#### **7.4.1 WATER**

Water consumption is increasing – having both an energy (from the production of drinking water) and environmental impact (where too much water is extracted from rivers and aquifers). The Environment Agency gives a typical water use in UK offices as 50 litres (0.05 m<sup>3</sup>) per person per day. The government also has its own targets, for example the DEFRA target was for a maximum level of water consumption equivalent to an average of 11m<sup>3</sup> per person (full time equivalent employee) in 1999-2000.

It is our intention to reduce water consumption in Hill Company buildings.



#### **7.4.1.1 WE AIM TO REDUCE WATER CONSUMPTION BY:**

- Weekly water readings are taken to monitor usage.
- Specifying water-efficient appliances and equipment.
- Monthly bills are supplied by the water supplier and compared to keep track of use and any trends.
- The Accounts department and the Quality Management Team keep the bills and analysis them by added the information onto an excel matrix.

#### **7.4.2 FURNITURE**

A wide range of materials is used to make furniture for offices. Re-using and recycling furniture will reduce waste and help conserve resources. 'Second hand' should not be regarded as 'second rate'; used furniture can be cleaned. All furniture used in The Hill Company offices is recycled/re-conditioned office furniture.

The Hill Company has used re-conditioned / used furniture within all their 6 sites and will continue to do so in the future.

- To re-use all furniture that is serviceable before buying new items.
- To recycle furniture that is serviceable and is no longer needed by The Hill Company.
- Broken furniture will be disposed of in the most environmentally friendly way.
- Seek to buy furniture made from materials that have been recycled or reused.

#### **7.4.3 WOOD**

Forests provide a rich range of habitats for wildlife and have a high recreational value. Ensuring that all timber comes from properly managed sources is important, as they are a dwindling resource. Ensuring imported timber is also managed in a sustainable manner and its production has not had a harmful effect on the environment or people.

To purchase sustainably produced timber and timber products (such as cardboard boxes joinery, fittings, furniture and veneers). We will do this by specifying that products carry the Forestry Stewardship Council (FSC) Certificate. If that is not possible then specifying in orders and contracts that suppliers provide documentary evidence that their timber has been lawfully obtained from forests and plantations that are managed to sustain their biodiversity, productivity and vitality, and to prevent harm to other ecosystems and any indigenous people. This documentary evidence should have been independently verified.

Evidence might take the form of a certificate issued under a credible, preferably independent, verification scheme. It might consist of other documents that demonstrate that timber producers are following an environmental management system, conforming to internationally recognised principles, such as the Helsinki Guidelines. (More information is in DEFRA's Green Guide for Buyers.)

To make sure that timber purchases are made according to international agreements, such as the International Tropical Timber Agreement (ITTA).

To consider buying reclaimed timber or products made from reclaimed timber where practicable.

#### **7.4.4 ELECTRONIC EQUIPMENT**

It is easy to throw away equipment rather than repair or recycle it. The Hill Company will assess what option should be used in each specific case.

- Identify and buy electronic equipment that is as energy efficient as possible, conforms to EU standards, is capable of being recycled or reused by The Hill Company or can be recycled or reused.

- Identify and buy electronic and electric equipment that is as quiet as possible, for example cleaning, copying etc.
- Ensure that consumables and their packaging, such as toner holders for photocopiers and printer cartridges are capable of being recycled or reused and that they are recycled or reused.
- Follow HSE standards for operators of electronic and electric equipment and ensure that appropriate furniture etc. is provided for their use.

#### **7.4.5 PAPER**

Use of paper is increasing. It consists of 100 per cent recycled paper comprising 100 per cent genuine post-consumer waste that has been de-inked and manufactured using non-chlorine bleaching agents. Below are ways The Hill Company will use to reduce the amount of paper used.

##### **7.4.5.1 WE AIM TO REDUCE PAPER CONSUMPTION BY:**

- Printing and photocopying double sided wherever possible.
- Using alternative technologies and electronic media.
- Ensuring that all paper (writing paper, newspapers and magazines) and cardboard products are where possible reused or recycled.
- Where only virgin pulp paper products can be used it comes from sustainable forestry and that both the pulp and the recycling process is chlorine free, i.e., manufactured using non-chlorine bleaching agents such as oxygen, peracetic acid, sodium peroxide or more efficient pulping techniques.
- Ensuring that, wherever possible, material is sealed (if this is necessary) using a water-based varnish (not a plasticized finish) and is bound using materials that do not make it harder to recycle.
- Ensuring that paper products are packaged in materials that can, themselves, be recycled.
- Have a tree planting scheme to plant trees to replenish the amount of office paper used. This is calculated by the number of trees used to create one ream of paper.

#### **7.4.6 PLASTIC**

The Hill Company have reduced the use of single use plastics within its premises and are always looking for new programs and initiatives to reduce them more.

##### **7.4.6.1 WE HAVE REDUCED THE SINGLE USE PLASTIC BY:**

- Stopped buying plastic cups and supplying ceramic mugs.
- Supplying company branded water bottles to encourage employees to stop purchasing bottled water.
- Supplying bamboo pens to reduce purchasing plastic pens.
- Purchasing bottles of milk are purchased to stop the use of single serving milk pots.
- Supplying teaspoons to stop purchasing plastic stirrers.
- Purchasing eco-friendly cleaning capsules and reusing cleaning containers and refill packs.
- Donating plastic sleeves created from our document scanning department to local schools.

## **8. REDUCING POLLUTION**

### **8.1 CLIMATE CHANGE**

Human activities can increase the emissions of 'greenhouse gases. Once in the atmosphere, these gases are responsible for global warming.

### **8.1.1 THE HILL COMPANY WILL REDUCE GREENHOUSE GAS EMISSIONS BY:**

- Reducing energy consumption in Hill Company buildings.
- Buying 'green electricity' where it provides value for money.
- Controlling, where feasible, other gaseous and non-gaseous pollutants which contribute to climate change. For example, by switching where possible from hydrofluorocarbons (HFCs - used as refrigerants and in fire extinguishing systems), perfluoro butane (fire extinguishing systems) and Sulphur hexafluoride (insulating switch gear) to environmentally preferable substitutes with little or no potential to contribute to global warming.
- Cutting emissions of carbon dioxide from vehicle emissions.

### **8.2 OZONE-DEPLETING SUBSTANCES**

Certain chemicals, once in the atmosphere, have been shown to destroy the ozone layer that helps protect the earth from excessive ultraviolet radiation. One major impact is then a subsequent increase in human skin cancer.

To ensure that The Hill Company does not buy any products which contain chlorofluorocarbons (CFCs) hydrochlorofluorocarbons (HCFCs), halons, carbon tetrachloride, 111 trichloroethane, or any other ozone-depleting substances, where there are suitable alternatives.

To comply with Sections 33 and 34 of the Environmental Protection Act 1990 by continuing to prevent equipment from giving off ozone-depleting substances and ensuring that at the end of its life, we recycle or destroy equipment using appropriate technology.

### **8.3 FLEET MANAGEMENT**

To ensure The Hill Company continuously reduces the environmental impact of our fleet operations in terms of air quality and to strive towards achieving an optimised, sustainable low carbon vehicle fleet.

The Hill Company have established key strategies to support our aims, as outlined below.

- Vehicle Specification and Selection.
- Supporting Vehicle Tracking Technologies.
- Annual Targets with reporting mechanisms to monitor progress throughout the year.

The Hill Company owns all the vehicles used to carry out their business needs. All vehicles brought by the Company meet the current VOSA requirements.

#### **8.3.1 VEHICLES**

- All vehicles are fitted with tracking devices to aid the efficient use of vehicle and will be used to identify instances of excessive engine idling, speeding, hard acceleration and harsh braking. Any speeding incidents are emailed from the software to the routing team and then are logged for review.
- Details available from the tracker software will be regularly monitored by the routing team and periodically monitored by the Quality Management Team to establish trends in use, and if vehicles are being inappropriately used.
- Milage and fuel consumption for every vehicle is logged daily on the fuel milage matrix, and an individual vehicle review is conducted to ensure the vehicle is running within the recommended MPG.
- Where possible millage reports are downloaded from the vehicle tracking software, these reports are saved to the system and the total milage is recorded on the fuel milage matrix.
- Routers will carefully plan fleet movement to ensure the right size vehicles are used for each route and to ensure where possible routes do not cross paths to maximise fleet efficiency.

- Routers will ensure that the routes will not exceed the vehicle weights, as this will impact on both environmental performance and safety.

### 8.3.2 DRIVERS

The Hill Company drivers also have a large part to play in helping the company reach their environmental objectives with fleet management. Driving styles and behaviors impact significantly on the vehicles' fuel economy and the pollutants discharged.

- Drivers are aware of the vehicle tracking software used to identify instances of excessive engine idling, speeding, hard acceleration and harsh braking. These unnecessary behaviors contribute to additional environmental impacts and will be reported directly to the driver for subsequent corrective action.
- Driver training and awareness will be promoted to improve driving styles, particularly where the need for corrective action has been clearly identified.

### 8.3.3 VEHICLE MAINTENANCE

- Documented pre-use checks are carried out before every route to ensure vehicle is safe to use to optimise performance.
- The Hill Company will ensure that its vehicle fleet is regularly serviced and maintained. All vehicle services, MOT's and maintenance works are recorded on the vehicle servicing schedule.
- The Hill Company vehicle maintenance providers will be required to ensure that any by-products or waste generated because of their activities, is disposed of by a fully accredited waste carrier.

## 8.4 PEST CONTROL, PESTICIDES AND ARTIFICIAL FERTILISERS

Use of pesticides and artificial fertilisers have been shown to damage and accumulate in the environment. Pesticides and artificial fertilisers can also be hazardous to people.

- The Hill Company will minimise the use of pesticides and artificial fertilisers, by, for example, switching to natural methods of controlling weeds, insects and fungi and maintaining soil fertility wherever possible.
- The Hill Company will practice humane pest control within the law and regarding other wild species.

## 8.5 ASBESTOS

Asbestos was used widely in buildings as a fire retardant. If damaged, asbestos fibers can cause specific lung cancers in people and is now generally removed from buildings.

None of the current Hill Company premises contain asbestos within or around the building.

However, in the event that the Hill Company ever purchase a new premises where asbestos is present then the company will ensure the following:

- Where the company must remove and dispose of asbestos materials, to do so according to regulations and guidance, to minimise the risk asbestos fibers might pose to human health.
- Keep and maintain a register of asbestos located in Hill Company buildings for use by contractors and others when carrying out works.
- Ensure that the use of appropriate risk management techniques when undertaking work in buildings where asbestos could be present.
- Manage undamaged materials on site by monitoring them regularly for signs of deterioration and, where it occurs, by sealing, encapsulating and labelling as appropriate.
- To use asbestos free materials for new work or were replacing existing asbestos materials.

## 8.6 HAZARDOUS SUBSTANCES

The Chemicals of Substance Hazardous to Health (COSHH) regulations are now used to protect people from excessive exposure to substances that have been shown to be or are thought to be hazardous.

### 8.6.1 WE WILL ACHIEVE THIS THROUGH THE FOLLOWING:

- Minimise the use of hazardous substances or techniques.
- Ensuring that we store, use, and dispose of hazardous substances according to the law and best practice. Wherever appropriate, to use building materials, furnishings etc., which are low emitters of formaldehyde, volatile organic compounds and other potentially hazardous substances.

## 8.7 BATTERIES

Batteries contain heavy metals that can contaminate land when disposed of. This disposal also wastes resources.

- The Hill Company will avoid using batteries (especially those with high levels of lead, mercury and cadmium) where there is a better environmental option offering value for money (e.g., rechargeable or solar cell products).
- Where batteries are essential, recycle them at suitable outlets.

## 8.8 SOLVENTS AND PAINTS

Linked to the Control of Substances that are Hazardous to Health (COSHH) Regulations. Solvents can be harmful to the person using the products and once they escape into the atmosphere, cause pollution.

To specify that employees and contractors should not use products containing potentially harmful solvents where they can replace them with low solvent or solvent free products, such as water or vegetable-based paints, varnishes and glues.

## 8.9 BIO-DEGRADABLE SUBSTANCES

- These substances can rot down and then pose no further hazard to the environment.
- The Hill Company will use biodegradable substances such as wood, cardboard and vegetable-based lubricating oils where they provide the best environmental option and value for money.

## 8.10 LITTER

- To comply with the Environmental Protection Act 1990 by keeping The Hill Company grounds clear of litter and refuse, taking account of the statutory Code of Practice on litter.
- Good housekeeping is promoted throughout The Hill Company, recycling bins are located in key areas on site.

## 8.11 NOISE

Excessive noise can cause a nuisance and can also cause stress and damage to hearing.

To comply with statutes, regulations, by-laws and codes of practice to keep noise as low as practicable, this includes;

- Installing and maintaining equipment so as to minimise noise and vibration.
- Where possible avoid building work or other noisy activities at night.
- Regarding occupational health requirements when using equipment (Health and Safety Executive standards)
- Maintaining noise levels permit building users to carry out their activities without stress. Special attention should be paid to the needs of those with a hearing or visual impairment.



## **8.12 SOLAR PANEL**

- Our Solus 31 depot had installed 565 solar panels in February 2016.
- Our solar panels can produce a maximum of 149.73kWh.
- Out of the 100% of electricity that our panels will produce, 85% will be used internally, while 15% will be put back into the grid.

## **9 CARBON NEUTRAL**

We successfully became a carbon neutral company in 2021 by offsetting our 2020 Carbon Footprint. This was done through conducting an independent third-party carbon offsetting assessment.

The third-party provide The Hill Company with a data capture pack, The Hill Company submits all relevant information, the third party then evaluates The Hill Company's carbon footprint and produces a Carbon Footprint Appraisal Report which details the companies carbon footprint results and recommendations. To offset the company's carbon footprint The Hill Company purchased Carbon Credits and received Carbon Credit Retirement Certificates which detail what projects the credits were used on.

We will continue to be a carbon neutral company by carrying out annual carbon offsetting assessments, with the objective to work towards becoming a Net Zero company.

## **10 ENVIRONMENTAL IMPACTS AND ASPECTS**

An Environmental Impacts and Aspects Assessment is a process undertaken by The Hill Company to identify and evaluate the environmental aspects of their activities, products, or services that interact with the environment. (both direct and indirect) It involves assessing the potential environmental impacts associated with these aspects throughout the life cycle. (before use, in use and after use)

Here is a breakdown of the Environmental Impacts and Aspects process:

### **10.1 ENVIRONMENTAL ASPECTS**

These are elements of The Hill Companies activities, products, or services that can interact with the environment. Aspects can include processes, materials, energy consumption, emissions, waste generation, and more.

### **10.2 ENVIRONMENTAL IMPACTS**

Impacts are the changes, positive or negative, that result from environmental aspects. These can include effects on air quality, water quality, soil, biodiversity, climate change, and other environmental factors. It is important to identify these impacts to help The Hill Company understand the potential consequences of their activities on the environment.

### **10.3 IDENTIFICATION AND CLASSIFICATION**

The Hill Company identifies and classifies its environmental aspects based on their significance. This may involve categorizing aspects as high, medium, or low significance in terms of their potential environmental impact.

### **10.4 RISK EVALUATION & CONTROLS**

A risk evaluation is conducted to understand the likelihood and severity of the associated environmental impacts. This step helps prioritise actions and resources for managing and mitigating risks. Current controls and any recommendations for improvements are documented.

## 10.5 DOCUMENTATION AND REPORTING

The results of the assessment are documented within the “Environmental Impact and Aspect Register” and an annual “Environmental Review” is created to communicate the controls to both employees and clients. An internal awareness program is also created for each resource, this is in the form of an awareness poster.

## 10.6 CONTINUOUS IMPROVEMENT

The process is not a one-time activity. The Hill Company is committed to environmental sustainability and ensures that they will annually review and update their “Impact and Aspect Register” or as our business activities evolve, new technologies are developed, and regulations change. Continuous improvement ensures that environmental management remains effective and aligned with best practices.

## 10.7 INTEGRATION WITH ISO14001 ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS)

The environmental impacts and aspects process is integrated into the ISO 14001:2015 Environmental Management Systems. This integration provides a structured framework for The Hill Company to manage all the environmental responsibilities.

By conducting the Environmental Impacts and Aspects process, The Hill Company can make informed decisions to minimise the company’s environmental footprint, comply with regulations, and contribute to overall sustainability goals.

## 11 POLICY MONITORING AND REVIEW

Ongoing monitoring of compliance with this policy will be undertaken on a regular basis by the Quality Management Team. This policy will be reviewed annually in line with scheduled date listed within The Hill Companies “Document Log”. Unscheduled reviews will take place in the event of significant change or failure to a procedure.

Internal Audits are carried out by the Quality Management Team to ensure this policy is being adhered to.

## 12 ENFORCEMENT

The Hill Company will take appropriate measures to remedy any breach of this Policy through the relevant framework in place.

In the case of an employee, then the matter may be dealt with, under The Hill Company’s disciplinary process.

If The Hill Company feel that a supplier or contractor have breached their obligations to the Environmental Policy, they will be contacted with The Hill Company’s concerns, if the concerns are not rectified, then appropriate actions will be carried out which could include termination of the contract.

**This document forms part of The Hill Company’s Environmental Management System and must be fully complied with.**