

# Pertemps Network Group ISO 14001

## Environmental Policy

Date of Issue: October 2014  
Owners: Board of Directors  
Version Number: 4  
Last Review: October 2016  
Next Review: September 2017

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# Definitions

The Company: Refers to Pertemps Network Administration Limited and its subsidiary and associated companies, including ESOS Limited and ESOS Net Limited. Any reference to ESOS refers to ESOS Limited and ESOS Net Limited rather than the Governments' Energy Saving Opportunity Scheme, unless stated otherwise.

# Purpose

This document forms part of the ISO14001 Environmental Management System Standard and is designed to control or influence all aspects of environmental impacts of the output and inputs of the products and services of ESOS.

# Revision history

Date	Details	Purpose	Authorising Person
01.10.14	Amended	Removed reference to Elm Court as no longer utilised by ESOS employees	Operations Manager
20/11/14	Amended	ESOS Group name change	Operations Manager
13/08/15	Review	Annual review and ESOS clarification	PWH
02/06/2016	Review	Annual Review	CGI
13/10/2016	Amendment	Amended to meet ISO 14001;2015 requirements, changing Legal and other requirements to compliance obligations and amended references to 2004 to 2015	SM

# Environmental Policy

Pertemps Network Administration Limited is an outsourcing company based at Meriden Hall, Meriden, West Midlands, specialising in the provision of payroll and ICT services.

The object of this Environmental Policy is to define the management approach necessary to safeguard the environment in which Pertemps Network Administration Limited operates.

This policy and the supporting policies and procedures that form the Pertemps Network Administration Limited Environmental Management System (EMS) apply to all staff of the Group, all visitors to the premises and anyone undertaking work for and on behalf of the Group.

The Policy provides a framework in which environmental aspects and impacts can be identified and managed, and establishes terms of reference which ensure uniform implementation of environmental controls and targets throughout Pertemps Network Administration Limited.

Pertemps Network Administration Limited recognises that failure to implement adequate environmental controls could potentially lead to:

- Financial loss
- Damage to the reputation of Pertemps Network Administration Limited
- Irreparable damage to the environment

Pertemps Network Administration Limited recognises that it has a responsibility and is committed to the continual improvement and prevention of pollution and protection of the environment, along with reducing our carbon footprint.

Pertemps Network Administration Limited will establish and review objectives and targets to drive continual improvement in environmental performance and the prevention of pollution. These targets will be formed from the Environmental Aspect Register.

The company is committed to be compliant with all relevant legal and other requirements pertaining to its location, industry and premises. The relevant legal and other requirements are detailed in the company's 'Within our Compliance Obligations'.

The Main Board has overall responsibility for the company Environmental Policy. The Board has agreed it will review the policy in line with the ISO 14001:2015 standard on an annual basis. Any changes or recommendations the Board will be communicated in a timely and meaningful manner to all personnel.

The EMS and its associated UKAS accredited certification scope is defined as:

ISO 14001:2015 – Environmental Management the provision of payroll services and ICT Support at Meriden Hall, Meriden.

Signed .....  .....

Position ..... DIRECTOR .....

Date ..... 13/10/2016 .....