

Rundles.



Environmental
Policy

**Resolve
Together.**
As One Team

Environmental Policy

Rundles focus is to deliver workable and affordable environmental solutions within our organization and specific to each procurement project we carry out. Our approach will be pragmatic in that input and resources will be proportionate to the specific procurement expenditure and the potential it offers for environmental gain. The strategy is implemented in support of and coinciding with the use of environmentally sustainable products.

Procurement Strategy

There are five sections to our strategy, each designed to influence and drive change from different perspectives within the organisation. The five sections of the environmental procurement strategy are:

- Training and awareness
- Procurement process
- Communications
- Research and collaboration
- Measures and exposure

Training & Awareness

- To raise awareness and skills of appropriate staff across Rundles in how to assess and select the most beneficial sustainable environmental procurement options

Procurement Process

- To ensure the most effective sustainable environmental assessments are integrated into everyday procurement and decision-making processes
- To provide supporting tools and techniques which staff can use without the need for a high-level of specialist environmental expertise

Communication

- Promote awareness of the strategy and policy with appropriate offices/staff
- Encourage our suppliers to implement sustainable environmentally sound policies
- Promote achievements and developments relating to environmental procurement within the organisation

Research and Collaboration

- Continuous research on sustainable environmental products, services, initiatives and forthcoming legislation etc. to ensure the procurement process takes account of latest developments

- Identify good practice and seek to facilitate collaborative approaches with all Rundles stakeholders

Measures and Exposure

- Identifying specific goals which represent collective measures towards effective procurement and which best enable Rundles to monitor the growth and effectiveness of the plan.
- Documenting the growth of the plan to promote transparency and enable stakeholders to trace its overall effectiveness.

Environmentally Sustainable Products

Environmental Management

Most human activities have some form of environmental impact; Rundles recognises how its operations can have a negative effect on both the health of its staff and the environment generally and conducts its business in an environmentally responsible manner. The fact that we are a service industry with office and field based operations should not mislead about the extent to which we are able to contribute to the overall protection of employee's health and the environment. Our goal being one of continuous improvement to promote a healthy working environment and reduce any negative impact the business could have by taking into consideration environmental impacts at business planning stages and continually reviewing both policies and operating procedures, ensuring that we make full and efficient use of energy and other resources, enabling recycling and re-use of all waste generated within our office environment.

Protecting the health of our staff providing a safe workplace and minimising the ecological impact of our operations is the direct responsibility of the Managing Director and Senior Management Team. Rundles make all staff aware of its policy and ongoing commitment to the environment, through information relayed to all staff via the company's intranet site and detail provided in its Employee Information Handbook.

Enlisting Supplier Support

We encourage our suppliers to implement environmentally sound policies that cover manufacturing processes, energy conservation, product information, product labeling, recycling/re-use, packaging and product disposal.

Resource Conservation

Rundles recognises the importance of natural conservation and strives to make the most effective use of energy. It is our policy to consider potential energy use and savings before designing or updating any of our equipment.

Conserving Energy

Rundles is proactive in its policy to conserve energy by:

- Using energy efficient equipment
- Switching off unnecessary lighting/heating/equipment

Rundles

- Only using modern vehicles and replacing the fleet once every three years
- Ensuring that all vehicles are regularly serviced

Pollution

Rundles is proactive in its policy against pollution by:

- Only using modern vehicles and replacing the fleet once every three years
- Ensuring that all vehicles are regularly serviced
- Using vehicles burning unleaded fuels – electric/gas/bio-fuels
- Unless essential, preclude use of vehicles using diesel fuels
- Use vehicles fitted with catalytic converters
- Reducing the number of car journeys by the introduction of “Home working” schemes, car sharing, video conferencing and travel by public transport
- The introduction of satellite navigation systems for efficient routing
- Not to use mobile phones in public places, to reduce noise pollution
- Use only CFC free aerosols
- Having a non-smoking office environment

Waste Reduction

Rundles waste reduction programme is based on the environmental hierarchy of ‘reduce, re-use, recycle, treat and dispose’:

- Use modern systems within the business that enable the electronic exchange of data, to reduce paper exchange in all respects
- Promote the use of data exchange with customers, field based operatives and internal employees
- Use recycled materials where they are of an acceptable nature/quality
- Recycle paper waste – all paper waste is bagged and taken by an approved waste reduction agency to a secure area where it is shredded, pulped and recycled
- Recycle toner cartridges
- Avoid use of disposable machine consumables
- Reduce paper-use by promoting a paper free office environment
- Introduction of an electronic file management system or E-Cabinet facility, which is an information appliance that captures files and allows easy retrieval of, said information. It is a secure system that significantly reduces the volumes of paper stored, thus seeking to achieve the paperless working environment

Waste Sorting

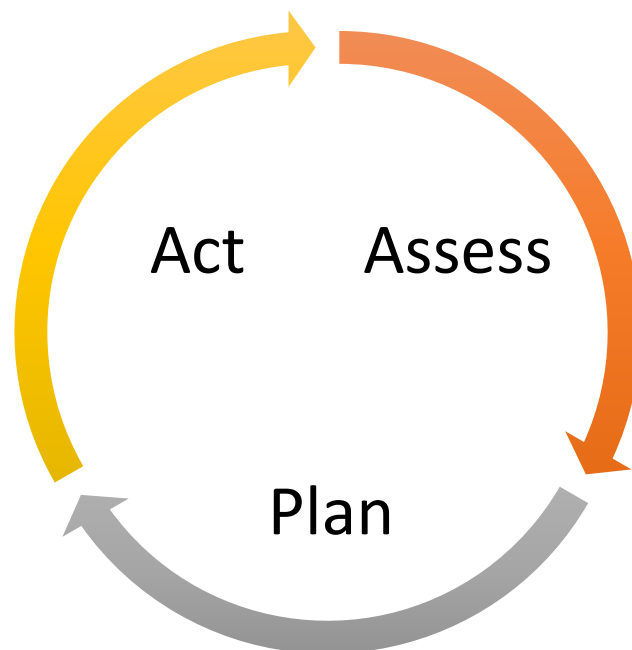
Rundles employs a system of source separation which involves specific containers provided in a designated area situated outside the office building. Each is marked with a description of the material to be placed in it (aluminum, cardboard, glass, or food waste). Similar containers are placed in work stations throughout the office. Staff members are encouraged to separate recyclable materials and place them in

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the appropriate containers in the work station. These containers are emptied by specialist contract cleaners and transferred to the exterior containers on a daily basis.

Rundles takes a responsible and long-term view regarding the environment and seeks to ensure a quality of life, both now and for future generations by striving to address issues that affect the environment. To this end Rundles developed the following Business Environmental Action Plan.

Monthly reviews are undertaken to ensure efficient monitoring of progress, as this is a continual improvement process, environmental impacts will be examined at each review and targeted through the action plan allowing Rundles to benchmark performance in all areas of Environmental Policy and Procurement.



Rundles holds full ISO 14001: 2015 Standard.