

Environmental policy

Introduction and aim

Direct Valeting Limited is a nationwide business providing professional valeting services to the main automotive dealerships and related businesses, operating from a centrally based head office near Stoke on Trent. Our services are carried out at our clients' dealership premises and are controlled by our account management teams spread across England and Wales. We recognise that our operations result in emissions to air and water, and the generation of waste. It is our aim to comply with legislation and other requirements, and to continue to reduce the environmental impacts of our business and operate in an environmentally responsible manner. This policy describes how we will achieve our aim.

Responsibility

This environmental policy applies to all of our operations including management, office services, site operations, and procurement. Jason Carpenter has overall responsibility for ensuring that sufficient resources are made available to enable the business to achieve our environmental objectives and targets and that the policy is implemented.

Neil Outram has the day to day responsibility for ensuring that the requirements of this policy are being followed and for monitoring the effectiveness of the objectives, however, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Objectives

During 2021 and 2022, we aim to:

- make efficient use of natural resources by conserving energy and water, minimising waste and recycling where possible
- meet our duty of care requirements in relation to waste by ensuring the safe keeping, transportation and subsequent recovery or disposal of waste
- use recycled construction materials whenever these can be commercially justified
- keep transport use to a minimum and regularly service vehicles to maintain their efficiency
- work with suppliers to ensure they recognise and reduce the environmental impact of their products and transportation
- include environmental considerations in investment decisions for new plant, equipment or working practices
- inform and train all employees of the company's environmental objectives and how they can assist in meeting targets use the most environmentally friendly cleaning products whenever possible

Targets

To achieve our aims we have set ourselves the following targets:

- reduce vehicle emissions to air by servicing all vehicles and reducing mileage through careful assignment of geographical areas of responsibility and the scheduling of work, including working from home, and in the medium to

longer term, transitioning the company fleet to petrol-hybrid and electric vehicles.

- reduce the generation of general and hazardous wastes by careful control of the amount and nature of chemicals being used and the materials stock held in stores, and ensuring all jobs are accurately scoped and priced to ensure material usage is minimised
- recycle as much paper, cardboard, plastic and metal waste generated in the office as possible
- reduce paper usage by increasing the use of e-mail and electronic documentation
- reduce energy consumption by monitoring energy usage and training staff on basic housekeeping

Monitoring and auditing

Progress against these objectives will be monitored through a number of mediums including:

- Annual management review of this environmental policy and any associated environmental procedures
- Regular internal audits of environmental procedures
- The monitoring of environmental objectives and associated KPI's / targets
- Monthly management meetings.

Communication

This environmental policy will be communicated and distributed to all our employees and account locations, and made available to all other interested parties through our website at www.directvaleting.co.uk. All members of staff will receive training on the environmental responsibilities of their role, and will be informed of any updates or revisions via e-mail or team meetings.

Signed _____

Jason Carpenter
Managing Director

[Date]