

HLA Services Ltd

Environment Policy

Our Commitment

- To take into consideration the effects of our activities on all sites.
- To support fuel conservation by promoting efficient energy usage.
- To ensure the safety of our employees and members of the public.
- To set and strive to achieve high standards of customer care.
- We are committed to environmental auditing through quality improvement.
- From the company directors and managers for the co-ordination of all environmental matters.

In particular we will: -

- Ensure the proper disposal of refrigerants.
- Re-cycle waste, where possible.
- Comply fully with the Montreal protocol and E.C. regulations.
- Take into consideration environmental factors in our commercial decision making.
- Make efficient use of energy resources.
- Ensure that environmental impact analysis is carried out where appropriate for major projects.
- Manage operational and non-operational sites in an environmentally sensitive manner.
- Promote environmental awareness and understanding amongst staff and ensure they are aware of all current guide lines.
- Provide information to our shareholders, staff and the public on our environmental performance when required.
- To fully comply with all policies and procedures as set out below:

HLA Services Ltd

WEEE (Waste Electrical Electronic Equipment) Care & Compliance Policy

HLA Services Ltd is committed to ensuring that the risk of any environmental damage or pollution caused by the company going about its day-to-day business is minimised as far as possible. To this extent the company has produced, and works within, an Environmental Policy.

Additional company policy has been developed to ensure compliance with:

- √ **The WEEE Directive (2002)**
- √ **Environmental Protection Act 1990**
- √ **The Environmental Protection (Duty of Care Regulations) 1991**
- √ **Pollution Prevention & Control Regulations 2000**
- √ **The Landfill (England & Wales) Regulations 2002**
- √ **Trans-frontier Shipment of Waste Regulations**
- √ **Waste Management License Regulations 1994**
- √ **Hazardous Waste Regulations 2005**
- √ **RoHS Regulations 2006**

In forming the company policy HLA Services Ltd have a WEEE policy that is:

Environmentally Sustainable

The companies policy sets criteria for the longevity of EEE in use, safe storage, segregation prior to end of life disposal using, where possible, back load logistics

Socially Responsible

The companies policy ensures that WEEE items to be disposed are taken to various registered Environment Agency Waste Management Sites by Weeeco Ltd, our Environment Agency registered broker and carrier, from where they are recycled down to raw products ensuring minimisation of land fill.

Compliant

As a producer and of hazardous waste in excess of 200KG per annum HLA Services Ltd are registered with the Environment Agency and complete Standard or Multi Consignment Notes for the disposal of all WEEE items containing hazardous waste. The consignment notes include mandatory information such as European Waste Codes, Hazard Codes, Chemical Components and UN Identification Numbers.

The company produces an annual report that incorporates Hazardous Waste Notes, WEEE Destruction Certification and Duty of Care Journey for all WEEE; allowing the company and its customers to assess its impact on the environment and its compliance with various Directives and Regulations. These reports and documents are held by Mr Derrick Marrs 0191 5486699

HLA Services Ltd

CARE & COMPLIANCE POLICIES

Handling and Transportation Of Weee Waste

- All employees handling Weee wastes to be informed of all waste streams and compliance issues.
- To follow all clients waste stream policies where applicable and dispose of waste in accordance with these policies.
- And if client waste streams are not available the following procedures must be followed:
- Waste transfer notes to be obtained from disposers for all weee removed and kept on record for future reference.
- Transportation to be undertaken in accordance with HLA Services Ltd Environmental Agency carriers certificate number YNA/840300 and simple exemption certificate paragraph 41 (secure storage of WEEE) and paragraph 17 (storage of waste in a secure place).
- Exemption ref Nos: NCC/E/HLA001 & HLA002
- Above meets with new Environmental Permitting Regulations 2007.

Use And Handling Of Refrigerants And Greenhouse Gases

- All engineers handling refrigerants to be trained to the minimum requirement of either City & Guilds or CITB in refrigerant handling.
- All refrigerant used or removed to be recorded on the relevant engineers paperwork complete with :
 - Type of refrigerant
 - Amount of refrigerant used/removed
 - Cylinder serial number
 - Suppliers name/disposers name
- Waste transfer notes to be obtained from disposers for all refrigerants removed and kept on record for future reference.
- All charging/ to EC regulation 842/2006
- Transportation to be undertaken in accordance with HLA Services Ltd Environmental Agency carriers certificate number YNA/840300 and simple exemption certificate paragraph 18 (exemption storage in secure containers) and paragraph 17 (storage of waste in a secure place).
- Exemption ref Nos: NCC/E/ HLA002
- All customers to be advised of relevant dates for phase out of any applicable gases on site.
- Customer to receive refrigerant log after each major service visit.
- Above meets with new Environmental Permitting Regulations 2007

Handling of General Waste

- All employees handling general wastes to be informed of all waste streams and compliance issues.
- To follow all clients waste stream policies where applicable and dispose of waste in accordance with these policies.
- And if client waste streams are not available the following procedures must be followed:
- That all cardboards, filters and filter media, wood, paper, polythene, polystyrene and general builders waste must be returned to HLA Services Ltd and disposed of in lockable skip outside of premises.
- Waste transfer notes to be obtained from disposers for all scrap metals removed from sites and kept on record for future reference.
- Transportation to be undertaken in accordance with HLA Services Ltd Environmental Agency carriers certificate number YNA/840300 and simple exemption certificate paragraph 51
- Above meets with new Environmental Permitting Regulations 2007

Office General Waste

- All office employees handling general wastes to be informed of all waste streams and compliance issues.
- To wherever possible to re-cycle all white paper products in receptacles provided.
- To wherever possible to re-cycle all printer ink cartridges in receptacles provided.
- That all other cardboards, paper, polythene, polystyrene and general office waste must be disposed of in lockable skip outside of premises.
- That any waste office electrical items to be disposed of through HLA Services Ltd waste electrical electronic equipment care & compliance policy.
- That no other wastes to be disposed of in lockable skip outside of premises.
- All the above in accordance with HLA Services Ltd Environmental Agency certificate and simple exemption certificate paragraph 51& 52.
- Above meets with new Environmental Permitting Regulations 2007