



# **Swift Crafted Limited**

## **Environmental & Sustainability Policy**

### Version Control

Version	Date	Changed by	Comments on Change
1	27th Aug 2015	Karen Kerley	Policy extracted from SCL Environmental Review Document V13 22.07.2014 and titled Important Company Document No 111. TTF Link to RPP Updated.
1.1	6 <sup>th</sup> July 2016	Karen Kerley	Wording for aims and objectives revised. Policy Statement Doc # 16 also revised to match
1.2	30 <sup>th</sup> June 2017	Karen Kerley	Update document to reflect ISO 14001 accreditation is now to 2015 standards

## **Introduction**

Swift Crafted is ISO 14001 accredited and has a responsibility to the principles of sustainability and environmental awareness as summarised by the ISO 14001:2015 standard.

Swift Crafted recognises the social and economic importance of protecting the environment and that our commitment to this must encompass all activities. Swift Crafted is prepared to lead by example in promoting a sensitive, considered attitude to the environment. Our approach to managing our environmental issues is compliant to ISO 14001:2015.

Swift Crafted will inform all relevant parties of this policy and of our environmental commitment. Swift Crafted will put in place systems to ensure that the policy is effectively implemented by all staff and that this policy is regularly reviewed.

## **Aims**

Based on legal requirements, Swift Crafted is committed to:

- Maintaining and improving the economic and social wellbeing of all its staff.
- Contributing towards a sustainable safe and high quality environment in the areas where project sites are based.
- Achieving good environmental standards in all activities including the reduction, re-use, recycling and disposal of waste.
- Making economic use of energy, water and transport usage to minimise waste in all aspects of the business function.
- Regularly assessing the environmental impact resulting from business operations and to remain fully informed of recognised best practices.
- Communicating this Environmental Policy and Action Plan updates to all interested parties including customers, suppliers and employees, encouraging their active involvement in environmental issues.
- Pursuing and encouraging environmental sustainability
- Upholding the standards of the ISO 14001 accreditation
- Meeting our legal obligations

To do this Swift Crafted Ltd will focus on reviewing and improving the following areas or activities:

## **Swift Crafted Ltd's Contribution**

### **Air**

Reduce its own emissions of air pollution.

### **Resources**

Reduce the consumption on non-renewable resources and encourage their replacement with renewable resources.

### **Water**

Reduce the amount of water used and encourage water economy at all our project sites.

### **Waste**

Use safe and economic services for recycling, refuse collection, cleansing and waste disposal. Promote waste minimisation at all Swift Crafted Ltd sites including re-use, repair and recycling.

### **Energy**

In conjunction with the Landlords to maximise energy efficiency in the design, maintenance and operation of Swift Crafted Ltd sites.

### **How will it be achieved?**

Include environmental considerations in policy development, strategies and business plan at all levels of the organisation. Promote knowledge and understanding of the global and local environment and our impact on it by:

- Training and raising awareness of Swift Crafted Ltd's staff.
- Use purchasing power to promote environmental sustainability.
- Keep up to date with the latest methods regarding environmental sustainability.
- ISO 14001 regulations reviewed in managers' monthly meeting to ensure all works are in accordance with the standards set.

### **Value for Money Considerations**

Ensuring 'value for money' involves considering 'life cycle' financial costs i.e. with respect to energy savings, durability, reduced maintenance, and waste reduction, and therefore reducing environmental risks.

By making a commitment to this policy, Swift Crafted Ltd will help to conserve energy and resources, and reduce waste and pollution.

- Energy consumptions savings
- Waste disposal savings
- Savings from reduced resource consumption
- Reduced risk and administration costs through easier compliance with environmental legislation

### **Environmental Impact**

Swift Crafted Ltd will take all reasonable opportunities to improve environmental impacts:

- Only buy supplies when necessary and minimise the amount of materials i.e. stationery, office equipment, furniture consumed.
- Buy products that are made from recycled material and/or are recyclable, and have minimal packaging. Furthermore, specify that the supplier of the product should operate or subscribe to a take-back scheme for packaging and equipment which can be re-used or recycled.

- Select the more environmentally-friendly option for cleaning, pest control and garden use.
- Buy energy efficient appliances and equipment.

## **Policy Framework**

To improve the policy and its implementation, Swift Crafted Ltd will:

- Inform all relevant suppliers of goods and services of this policy and Swift Crafted Ltd's environmental commitment.
- Seek information from relevant suppliers about the environmental effects of products and services that they supply.
- Put in place systems to ensure that the policy is effectively implemented by all staff.
- Review this policy every year or as and when necessary.

## **Carbon Emissions**

It is Swift Crafted Ltd's policy to keep to a minimum the company's carbon footprint by reducing carbon emissions resulting from employees business travel, commercial vehicles and our offices.

We are committed to investing in and utilising technology that will improve communications and reduce the need for business travel and will challenge whether each journey is really necessary.

We will continually seek ways to improve our carbon emissions performance by monitoring and measuring the energy consumption of our offices.

## **Procurement Policy**

Swift Crafted Ltd is environmentally aware when sourcing all materials and makes every effort to use suppliers who, like Swift Crafted Ltd, actively work to protect the environment and provide sustainable solutions. We aim to improve our environmental performance, reduce the environmental impact of our activities, and endeavour to reduce energy waste. Swift Crafted Ltd hopes to promote energy conservation and seeks suppliers and sub-contractors who take care to do likewise.

Swift Crafted Ltd will use and make every effort to encourage our partners to adopt a policy that promotes and encourages a responsible procurement of forest products. We are committed to only using forest products that are sourced from well managed forests that have been certified to be credible certification standards.

Swift Crafted Ltd will not knowingly source forest products from:

- Forests or forest product suppliers that do not comply with all legislation relating to the trade or forest products.
- High conservation value forests where these are recognised nationally or regionally, unless these forests can demonstrate that they are progressing towards credible forest certification in a time-bound step wise and transparent manner.

- Protected areas, parks or other areas where harvesting operations are not complementary to responsible forest management.
- Forests that are currently being converted to other land uses, or forests that have been converted since 1994.
- Timber species listed by the Convention on International Trade in Endangered Species (CITES).

To validate our commitments Swift Crafted Ltd will:

- Seek and record information as to the volume and source of all forest products prior to purchasing.
- Show our responsible timber procurement policy on relevant paperwork.
- Continually encourage the integration of all our tiers of our supply chain with transparency of timber sourcing throughout the chain.

Swift Crafted Ltd will make every effort to ensure all forest products originate from forests where there is full legal and verifiable title to the land and the harvester has all the relevant and current permits and approvals, for example:

					
<p><b>BM TRADA CERTIFICATION</b> <a href="http://www.bmtrada.com">www.bmtrada.com</a></p>	<p><b>FOREST STEWARDSHIP COUNCIL</b> <a href="http://www.fsc-uk.org">www.fsc-uk.org</a></p>	<p><b>PROGRAMME FOR THE ENDORSEMENT OF FOREST CERTIFICATION</b> <a href="http://www.pefc.co.uk">www.pefc.co.uk</a></p>	<p><b>CANADIAN STANDARDS ORGANISATION</b> <a href="http://www.powersuppl&lt;br/&gt;ywiki.com">www.powersuppl ywiki.com</a></p>	<p><b>MALAYSIAN TIMBER CERTIFICATION COUNCIL</b> <a href="http://www.mtcc.com">www.mtcc.com</a></p>	<p><b>SUSTAINABLE FORESTRY INITIATIVE</b> <a href="http://www.sfiprogram.org">www.sfiprogram.org</a></p>

As members of the Timber Trade Federation we are committed to and implement an Environmental Due Diligence System in the form of our Responsible Purchasing Policy (RPP). This involves recording purchases of timber based products, and ensuring that they are imported from an approved legal source – such as FSC or PEFC. Their following link ties us in with the following commitments.

<http://www.ttf.co.uk/sustainability/responsible-purchasing-process-rpp.aspx>

## Commitments for the and Timber Products



## Responsible Purchasing of Timber

### 1. Management Structure

The company has appointed a Director to be responsible for the implementation of this Policy and will ensure that relevant environmental issues are discussed regularly at the highest level of management. The company will ensure that all employees associated with timber purchasing are aware of the Policy and its commitments, and are given appropriate education and training to allow its full implementation.

### 2. Responsibility

The company recognises that it has a responsibility to the environment, customers, suppliers and staff to base its commercial activities on well-managed forests.

### 3. TTF Code of Conduct

The company is committed to the Timber Trade Federation Code of Conduct and applies the Environmental Code of Practice to all wood procurement activities.

### 4. Legality

The company is committed to purchasing all timber from legal sources and will seek evidence of compliance from suppliers that they are operating in accordance with the laws of their country. The company unreservedly condemns illegal logging practices and will keep informed of international processes and changes in legislation.

### 5. Endangered Species

The company will not trade in timber species prohibited under Appendix 1 of the CITES legislation and will obtain the appropriate documents for trade in all other CITES listed timber species.

### 6. Traceability and Supplier Monitoring

The company will perform a Risk Assessment on all Suppliers, as documented by the RPP. The assessment will seek to provide the clearest practicable information regarding the sources of raw material used in the manufacture of wood products. This information will form part of purchasing decisions and will be made available on request to independent verifiers.

### 7. Timber Certification

The company supports international efforts to improve forest management, for example, the development of credible timber certification schemes. This company recognises that the independent certification of forests and the process chain is the most useful tool for providing assurances that the timber comes from legal and well-managed forests. The company will only accept, or use labels or certificates that include environmental or sustainability claims – only if they are supported by publicly available standards drawn up in a fully participatory, transparent and objective manner, and are backed by independent inspection.

### 8. Avoid Boycotts

The company will not encourage boycotts or bans on specific species of timber. Notwithstanding this, the company will cease to purchase any timber and timber products whose supply is in breach of the Timber Trade Federation Code of Conduct and, in particular, the Environmental Code of Practice.

### 9. Continuous Improvement

The company is committed to work with relevant trade organisations, NGOs and governments to develop its purchasing policy. The company is committed to continuously raise the proportion of timber and timber products, in accordance with the stepwise approach, that originate from legal and sustainably managed forests.

### 10. Reporting and Audit

The company will report annually to the appointed auditors. The auditors will assess and verify the company's progress and compliance under the Policy. A copy of the company's Responsible Purchasing Policy Company Commitments will be available to all stakeholders on request.

## Sustainability

Swift Crafted Ltd is committed to being proactive in delivering more sustainable solutions.

- We are committed to responsibly managing the impact that our company has on the environment through the prudent use of natural resources and we endeavour to minimise waste and protect the environment.
- We will not pollute or contaminate land or water and will responsibly manage the waste that we produce.
- We will work with our suppliers to deliver mutually sustainable solutions that deliver value for money.
- We will make every effort to maximise our resources efficiently and recycle our waste in an environmentally efficient manner.

- We will work to reduce our impact on climate change by minimising our uses of energy.
- We will actively reduce our use of energy and emissions of greenhouse gases in transport, construction and maintenance

## Communication

Swift Crafted Ltd has established and will maintain a procedure for internal communications regarding environmental aspects and the Environmental Management System and receiving, documenting and responding to relevant communication from external interested parties. This is implemented by all employees on all sites having access to the company server and can therefore access emails and be alerted to any company environmental updated documentation. Also to be found on the server are job packs used on individual projects that include the job specification, risk and method statements. Additionally monthly Management Meetings review the Company's operations and tasks and any changes are then cascaded to the relevant personnel.

## Responsibility

The MD has the overall and final responsibility for the Environmental Policy with the Environmental Manager in charge of the co-ordination, implementation and monitoring of the policy throughout the organisation. The Environmental Policy and Action Plan update will be communicated to all staff and a copy will be displayed on the staff notice board. Each staff member takes responsibility for their own work area. Copies may be made available to customers on request. The policy will be reviewed regularly at Management Meetings and any updates cascaded throughout the company.



Simon Hearle **Managing Director**



Certificate No. EN1242