

# CAPITA

## CAPITA PLC POLICY

### Environmental

<b>Classification</b>	<b>[PUBLIC]</b>
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## 1 POLICY

### 1.1 AUDIENCE

- 1.1.1 This document must be read in conjunction with all other SH&E Policies.
- 1.1.2 This document is to be read by all workers, including permanent, contract and temporary personnel.
- 1.1.3 This document may be provided to third parties without approval from Group SH&E Team.

### 1.2 REQUIREMENT

- 1.2.1 Capita is committed to the prevention of pollution and will work to minimise the impact of its operations worldwide through a continual improvement program.
- 1.2.2 Capita recognises that the effective implementation of the policy represents an opportunity to improve the performance of the Group by reducing environmental risks and impacts, and increasing the efficiency of our operations

### 1.3 CONTACTS

- 1.3.1 For further information or should you have any questions, please contact the Group SH&E Team by emailing [groupSHE@capita.co.uk](mailto:groupSHE@capita.co.uk)

### 1.4 NON-COMPLIANCE

- 1.4.1 Non-compliance with this policy may result in disciplinary and / or criminal proceedings against the worker, which may include their managers.

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## 2 POLICY STATEMENT

*The following is a copy of the statement issued by Capita's Group Finance Director mandating this Policy as the minimum baseline which all Capita business units must comply with.*

We recognise that our day to day activities impact on the environment. We wish to minimise any harmful impacts wherever and whenever practicable, and will work to secure business benefit from environmental protection across all our operations worldwide.

Capita is committed to the prevention of pollution and will work to minimise the impact of its operations worldwide through a continual improvement program.

In particular, we will:

- Make efficient use of natural resources by conserving energy and water, minimising waste, and recycling where possible
- Comply with all applicable local, national and international environmental legislation, regulations and other requirements to which we subscribe
- 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 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.
- Integrate environmental and sustainability considerations and positive impacts into our projects and practices

To achieve these we will:

- Set environmental objectives based on the significant environmental aspects across the business,
- Allocate sufficient financial and managerial resources
- Communicate this policy to all employees and those working on our behalf.
- Measure, monitor and report on our environmental performance.
- Review our policy on a regular basis to take account of new developments in environmental management and legislation.
- Perform periodic audits of our activities to ensure compliance with company requirements, legislation and policy requirements.

Capita recognises that the effective implementation of the policy represents an opportunity to improve the performance of the Group by reducing environmental risks and impacts, and increasing the efficiency of our operations.

### 3 DOCUMENT REFERENCES

Related Documents	<p>All Capita plc Group Health &amp; Safety Policies, found on Capita Connections under <i>Business Support &gt; Health and safety &gt; Commitment to Health and Safety</i></p> <p>All Capita plc Group Health &amp; Safety Policies, found on Capita Connections under <i>Business Support &gt; Health and safety &gt; Domestic SHE Procedures</i></p> <p>All Capita plc Group Health &amp; Safety Policies, found on Capita Connections under <i>Business Support &gt; Health and safety &gt; Service Delivery Health and Safety</i></p> <p>Local Business Unit Policies, where applicable</p> <p>Local Business Unit Standards, where applicable</p> <p>Local Business Unit Processes and Procedures, where applicable</p>
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## 4 DOCUMENT CONTROL

### DOCUMENT HISTORY

Issue	Date	Purpose	Author
0.1	26/11/2015	First Draft for review by Andrew Slater	Daniel Drysdale
0.2	07/12/2015	Second Draft for review by John Kost	Daniel Drysdale
0.3	15/12/2016	Annual review by Andrew Slater	Daniel Drysdale
0.4	15/12/2017	Annual review	Daniel Drysdale

### DISTRIBUTION

Name	Organisation	Role
Capita Connections	Capita	Corporate Intranet
Collaborate	Capita	Corporate Intranet

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Nick Greateorex	Capita	Group Finance Director		