

INTEGRATED MANAGEMENT POLICY

It is the Policy of Rico to comply with all legal and other requirements applicable to our activities, and to provide the highest level of quality assurance and care to our customers, employees and to the environment in which we operate. We have adopted an integrated management system that meets the requirements of ISO9001:2015 and ISO14001:2015.

We have assessed and evaluated the environmental impact and risks arising out of our operations in order to protect the environment.

We will provide the necessary resources to ensure controls are maintained to eliminate all unplanned events, and prevent pollution. In order to achieve this, a programme of management improvement plans has been developed that ensures continual improvement of the management system & the company's performance by:

- ❖ Reducing waste within the business
- ❖ Conserving energy
- ❖ Reducing CO2 emissions

To achieve this we will

- ❖ Fully assess all our operations and determine controls necessary to reduce risk
- ❖ Ensure employees are properly trained
- ❖ Ensure equipment and buildings are adequately serviced and maintained
- ❖ Consider planned and new developments in our processes, products and services that may affect the environment or risks levels
- ❖ Measure our performance against set targets
- ❖ Meet all compliance obligations
- ❖ Consult and communicate the results to all interested parties, including customers and sub contractors

These plans include objectives and targets that are appropriate to the nature, scale and impacts of our activities, products and services.

Training & Employee Involvement

Rico has established a training programme that will educate and motivate staff on their quality, environment, occupational health and safety responsibilities.

The management team is committed to the effective implementation of this Policy Statement. It is also the duty of every employee to take reasonable care of their own and other people's safety, ensure customer satisfaction and environmental welfare in equal measure, and report any issues which contravene this policy.

Communication of Policy

This Policy Statement is communicated to all of our employees, customers, and those working on our behalf, and is publicly available on request.

Policy Review

This Policy Statement and all relevant quality and environmental documentation will be reviewed at least annually, in line with changes in the scale and nature of our operations.

Managing Director:

Date: 1/12/17

Waste Policy

Introduction

The Company provides essential services and functions which generate by product in the form of waste. The minimizing and disposal of waste must be undertaken in line with good professional working practices and comply with all statutory, regulatory and contractual requirements and must ensure confidentiality of all Company information assets.

Purpose

This policy defines the Company policy in terms of the characteristics of the waste generated, the organisation and its assets. It establishes the Company's principles, ambitions and objectives.

Scope

The scope of this policy extends to all departments, employees and contractors who use/access Rico facilities.

Definition

Confidential papers or records would include those containing financial information relating to Rico customer documents of a sensitive nature such as claims or signed authorities, personnel records specific to an individual & any document from an enforcing authority such as police or HMRC.

Paper Non Confidential

- Shredding containers are provided for scrap paper in all departments.
- Where possible employees should re-use paper, to both sides.
- Paper should not be placed in the general rubbish bins.

Paper Confidential

- Staff are responsible for shredding confidential paper records. If in doubt, shred it!
- All shredded paper is to be disposed of via paper bins provided.
- Shredded paper should not be placed in the general rubbish bins.

Plastic Bottles, Cans & Disposable batteries

- Empty plastic bottles or drink cans must not be placed in general rubbish bins.
- Where possible use segregated bins in the kitchen or break room, take home, take to a recycling center, or another environmentally friendly alternative.
- Disposable batteries are to be collected in a non metallic container until disposed of via recycling center or operator.

General Waste

- General and sanitary waste is collected by a licensed waste carrier under cover of a signed waste transfer note. Waste transfer notes are held for a period of not less than 2 years under the control of Fleet Manager & must show correct SIC Code: 52.10.3.

Electronic & Electrical Waste

- Electronic equipment, white goods and light bulbs are disposed of through contractors and suppliers via recycling or other environmentally friendly programs. Where applicable WEEE regulations will be followed & waste transfer notes supplied by approved carriers.

