



Environmental Policy Statement

Executive Summary

TLJ Attendance Systems Ltd believes it has an important duty to ensure good environmental performance in all its business operations and to provide the necessary organization, commitment and training to fulfil this obligation. The senior management team firmly believes in, and is committed to monitoring and improving environmental performance and environmental protection.

These aims will be achieved through

- Incorporating environmental responsibility into all business operations by planning environmental protection, reviewing and developing policy, by reviewing and auditing performance.
- Utilising the best available techniques not entailing excessive costs to comply with the requirements of existing and future legislation and encouraging those working on our site to meet the same standards.
- Implementing objectives and targets to reduce waste.
- Pursuing continuous improvement in environmental performance, where reasonably practicable, by setting and reviewing objectives and targets, especially in addressing the area of resource use, by reducing energy and water consumption, increasing reuse and recycling.
- TLJ Attendance Systems Ltd (the company) will promote its objectives and will respond positively to enquiries and suggestions from both inside and outside the company.
- The Environmental Policy and Environmental Policy Statement is available to interested parties upon request.

All employees have responsibilities for the policy implementation by participating and contributing to its success through their actions and suggestions.

A handwritten signature in black ink, appearing to read 'Joe Martin'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Joe Martin
Director

PD-0013

Notes to the environmental Policy

Scope Statement

"This EMS applies to all activities and operations at the company"

ISO 14001 2015. Application:

All requirements are applicable

EMS Processes:

The Environmental Management system process are outlined in process chart.

Records:

Records are established and maintained to provide evidence of conformity to requirements of ISO 14001 2015

Non-conformance control

All endeavor's will be taken to ensure that our operations and activities are controlled to avoid any detrimental impact to the environment throughout all stages but in the event of a non conformity being discovered this shall be investigated with the aim of continual improvement.

Corrective & Preventative Action

Documented procedures are implemented to ensure appropriate corrective actions are taken when required and the quality manager regularly considers actions required to prevent potential non-conformities.

Internal Audit & Management Review

Audits are carried out on an annual basis by the Quality and Environment Manager (Claire Martin) to a pre determined schedule to ensure system and process compliance and continual improvement. Management reviews are carried out annually and minutes circulated to participants.

Process Interactions

Processes shall be examined with the aim of identifying environmental aspects and associated impacts that are related to the company's activities, products and services.

Continual improvement will be encouraged throughout all departments and active participation by all employees will enable the achievement of our environmental objectives and targets in a cost effective way. The results will be communicated with staff via staff meetings and email.

This Environmental Policy Statement has been approved & authorised by:

Name: Joe martin

Position: Director

Date: 24/01/2019

To be reviewed January 2020

Signature:

