

Environmental Good Practice Procedures

Environmental Management System

ENVIRONMENTAL MANAGEMENT SYSTEMS

These procedures set out Rentokil Initial's proposals for the introduction of an environmental management system.

The purpose of the management system is to detail the arrangements for the implementation, monitoring and review of the other Rentokil Initial Environmental Good Practice Procedures, which implement the Company's Environment Policy.

They require the business to:

1

Publish a local Environment Policy Statement

2

Define the roles and responsibilities of employees with responsibilities for environmental management

3

Specify the arrangements for implementing Good Practice Procedures

4

Specify how the requirements of Good Practice Procedures will be monitored

5

Specify how the monitoring of Good Practice Procedures will be reviewed and reported



Environmental Benefits of Environmental Management Systems

An environmental management system provides a framework through which environmental performance can be controlled and improved. The systematic adoption and implementation of good environmental practice contributes significantly to reducing environmental impact and promoting sustainable growth



Financial Benefits of Environmental Management Systems

A systematic approach to environmental management identifies the potential for cost savings through improvements in efficiency and the reduction of waste. It reduces the risk of contravening environmental legislation and provides a competitive advantage in a marketplace where customers have increasingly high expectations of the environmental performance of their suppliers.

The procedures to be adopted are as follows:

1

Publish a local Environment Policy Statement

€# Publish a local Environmental Policy Statement, which reflects the aims of the Company's environmental policy. An example Policy Statement is given in Appendix I.

2

Define the roles and responsibilities of employees with responsibilities for environmental management

€# Set out the roles and responsibilities of all managers, including those persons with specific duties for implementing, monitoring and reviewing "Good Practice Procedures". An example "roles and responsibilities" document is given in Appendix II.

3

Specify the arrangements for implementing Good Practice Procedures

€# Specify the detailed arrangements for implementing the Good Practice Procedures, monitoring compliance and reviewing performance. The arrangements should indicate how the requirements of the Good Practice Procedures would be communicated with employees. Example arrangements are given in Appendix III.

4

Specify how the requirements of Good Practice Procedures will be monitored

€# Produce checklists to enable the requirements of "Good Practice Procedures" to be monitored. An example checklist for a Good Practice Procedure is given in Appendix IV.

5

Specify how the monitoring of Good Practice Procedures will be reviewed and reported

Specify how monitoring of compliance with Good Practice Procedures will be reported and the system for taking corrective actions. The report should identify the targets established by Good Practice Procedures and performance in meeting these targets.

APPENDIX I

RENTOKIL PEST CONTROL

ENVIRONMENTAL POLICY STATEMENT

Rentokil Pest Control is committed to continually improve and promote sound environmental practice. We believe that environmental protection is a strategic business issue and an integral part of our business strategy in operating a National Pest Control Service.

Specifically we will:

- € Comply with all relevant environmental laws and regulations.
- € Inform all employees of their responsibilities in following good environmental practice and the contribution that they can make to achieve continual improvements in environmental performance.
- € Set clear environmental objectives, which are relevant to the nature, scale and environmental impacts of our activities.
- € Identify performance targets by which progress towards these environmental objectives can be measured and reviewed.
- € Report on the results of monitoring of performance targets.

Rentokil Pest Control has the following key environmental objectives:

- € Reducing waste and re-using or recycling materials where appropriate.
- € Liaising with our customers and suppliers to promote sound environmental practice in the selection, use and disposal of all materials used in the company's businesses.
- € Reducing the consumption of energy by sensible energy management of our buildings, equipment and vehicles.
- € Reducing, or avoiding where possible, pollution of the air, land or water.
- € Encouraging the development of good environmental practice by all the company's employees.

The business will adopt corporate Good Practice Procedures to ensure the most environmentally sympathetic means to support its service delivery.

Signed.....(MD orGM)

Date.....

APPENDIX II

ENVIRONMENTAL MANAGEMENT SYSTEM – Roles & Responsibilities

The **Managing Director** has overall responsibility for ensuring that the objectives of the Environmental Policy are achieved and for maintaining an effective Environmental Management System.

Specifically the **Managing Director** will:

- € Ensure that adequate arrangements are in place to effectively implement and maintain the Environmental Management System;
- € Ensure that compliance with Good Practice Procedures is monitored and reported;
- € Ensure that effective corrective action is taken to remedy any deficiencies in compliance with the Good Practice Procedures;
- € Ensure that an annual Environmental Management Plan is prepared with the objective of securing continuous improvement;
- € Appoint or nominate a manager with specific responsibility for Environmental Management.

The **Environment Manager** is responsible for providing technical and legislative advice to the management team.

Specifically the **Environment Manager** will:

- ∅ Ensure that the Environmental Management System is established, implemented and maintained;
- ∅ Ensure that Good Practice Procedures are implemented in accordance with the timetable set out in the Environmental Policy Statement;
- ∅ Report on the results of monitoring compliance with the requirements of Good Practice Procedures and on any outstanding remedial actions;
- ∅ Identify the legislative requirements that are applicable to the environmental aspects of the businesses activities, products or services;
- ∅ Identify any significant environmental impacts arising from the business's activities, products or services, which are not covered by the Company's Good Practice Procedures and produce a Good Practice Procedure to control these impacts;
- ∅ Establish and maintain procedures to identify training requirements for all employees whose work may create a significant environmental impact.

The **Branch Managers** are responsible for implementing the arrangements detailed in the Environmental Management System.

Specifically **Branch Managers** will:

- € Implement the Good Practice procedures for which they have a designated responsibility;
- € Ensure that supervisors and other managers who report to them implement the Good Practice Procedures for which they have a designated responsibility;
- € Bring the Environmental Policy Statement to the attention of all employees;
- € Ensure that all employees whose work may create a significant impact on the environment receive the training identified by the Environment Manager;
- € Communicate any relevant information to customers, suppliers or sub-contractors.

All **Employees** have a responsibility to carry out their work in accordance with their training and to report any environmental hazards or incidents to their supervisor/manager.

APPENDIX III

ENVIRONMENTAL MANAGEMENT SYSTEM - Example Arrangements

Arrangements for implementing the requirements of the Good Practice Procedures and for monitoring compliance and reviewing performance should be written for each Good Practice Procedure.

The following is an example of the arrangements applicable to the Good Practice Procedures relating to Energy Use in Buildings.

Aim

To ensure the efficient use of energy in all of the office premises occupied by the business.

Arrangements

- € The **Managing Director** will set an annual target for reducing energy used in office buildings and produce an annual plan indicating the energy saving measures which are to be implemented;
- € The **Managing Director** will nominate a senior manager to co-ordinate the monitoring and reporting of energy use in accordance with the Good Practice Procedure.
- € The nominated manager will produce a six monthly report setting out the quantity and cost of energy used within the offices occupied by the business. The nominated manager will also report on any recommended energy saving measures identified as a result of the quarterly energy saving reviews;
- € The nominated manager will identify an employee in each office premises to have specific responsibilities for recording energy use, carrying out a quarterly review of energy saving actions and promoting energy efficiency.
- € The nominated employee will complete the “Energy Saving Actions” check list every three months and send a copy to the nominated manager. The nominated employees should consider whether any of the energy saving measures detailed in the Good Practice Procedures are appropriate and make recommendations to the nominated manager;
- € The **Branch/Office Manager** will provide each employee with the information on energy management detailed in the Good Practice Procedure.

APPENDIX IV

ENVIRONMENTAL MANAGEMENT SYSTEM - Monitoring

The requirement of each Good Practice Procedure will require monitoring to ensure that they are being effectively implemented. A checklist should be drawn up to summarise the requirements of the Good Practice Procedures that the business has adopted.

The following is a checklist for monitoring compliance with the Good Practice Procedures relating to Energy Use in Buildings:

- J** Nominated manager for the business identified and responsibilities recorded in job description;
- J** Nominated employees for each office identified and responsibilities recorded in job descriptions;
- J** Information given to all employees on the economic and financial benefits of energy management;
- J** Quarterly reviews of energy saving actions completed and copies sent to nominated manager;
- J** Energy saving measures for each office identified to the nominated manager;
- J** Quarterly reports of energy use completed for all offices and copies sent to the nominated manager;
- J** Six monthly reports on energy use and energy saving measures made to the Senior Management Team;
- J** Annual plan setting out energy saving targets and their achievement produced.

APPENDIX V

ENVIRONMENTAL MANAGEMENT SYSTEM - Review

The monitoring of the requirements of each Good Practice Procedure will need to be reported to the Senior Management Team so that any corrective actions can be identified and targets set or revised.

The following is an example of the arrangements for reviewing and controlling corrective actions applicable to the Good Practice Procedure relating to Energy Use in Buildings:

- ∅ Energy reports completed by the nominated manager will be submitted to the Senior Management Team Meetings in Q1 and Q3;
- ∅ Any corrective actions outstanding from any previous report will be minuted;
- ∅ An annual energy efficiency plan and targets for the following year will be agreed and minuted at the Q3 Management Team Meeting.