

ENVIRONMENTAL POLICY

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INTRODUCTION

Both the management and all employees of FIELD SUPPORT SERVICES GROUP accept the task of controlling the business’s environmental impact and limiting environmental risks. Concern for the environment is a structural element of the objectives of the business.

All employees perform their tasks in line with the set procedures and the business’s policy.

FIELD SUPPORT SERVICES GROUP complies with UK environmental laws and requirements and seeks to go a step further.

We endeavour to minimize paper consumption and waste production, restricting negative impact in running our business considering the air, water and soil by means of an effective environmental management system as we train our employees to help look after the environment.

Scope

The Scope of the environmental policy covers all initiatives and activities at FIELD SUPPORT SERVICES GROUP, its integration with all colleagues, customers, suppliers, business partners, owners and other stakeholders.

Purpose

The primary purpose of the policy is to guide decision making, management, and the daily operations of the business in a sustainable manner to develop the business in a sustainable manner considering the environmental, socio-cultural, quality, and health & safety issues.

FIELD SUPPORT SERVICES GROUP is committed to managing the environmental impacts associated with the businesses activities and achieving consistently high standards of performance throughout the duration of the project.

This EMP identifies specific environmental issues associated with the business, and stipulates core procedures that will be used to manage them.

Relevant environmental information will be communicated as required.

Our Goals

1. Energy Efficiency:
 - Reduce total energy consumption while maintaining high quality service
2. Water conservation:
 - Reduce water consumption in the property
3. Waste Production:
 - Reduce back of the house operational waste generated

ENVIRONMENTAL POLICY KEY AREAS

Environmental

FIELD SUPPORT SERVICES GROUP will be actively involved in conserving resources, reducing pollution, conserving biodiversity, ecosystems & landscapes, and local environmental activities.

Socio-cultural

FIELD SUPPORT SERVICES GROUP will be involved in corporate social responsibility actions, community development, local employment, fair trade, support local businesses, respect local communities, implement a policy against commercial exploitation, equitable hiring, employee protection and last but not least, that our business do not jeopardize the provision of basic services, such as water, energy, or sanitation to neighbouring communities.

Quality Assurance

Any activity that can sustain itself economically through creating competitive advantages within the industry with inspired service that not only meets, but exceeds client expectations; it continues to contribute to the economic well-being of the surrounding community through local ownership, employment, buying local products, etc. A sustainable business should benefit its colleagues, customers, business partners, owners, other stakeholders.

Health & Safety

FIELD SUPPORT SERVICES GROUP complies with all established and local health and safety regulations, and ensures that both client and colleagues are safe and secure in the environment they work and visit.

Please see 'FSS Health & Safety Plan' for more information.

GENERAL PROJECT ENVIRONMENTAL REQUIREMENTS

Waste Management

FIELD SUPPORT SERVICES GROUP will manage waste through the development and implementation of a bespoke version of the Building Research Establishment (BRE) SMART Waste Plan.

The project team will use this plan to identify waste streams, forecast waste volumes and identify suitable methods to eliminate, or where this is not practicable, reduce waste generated by the project.

When considering management options for identified waste streams, FIELD SUPPORT SERVICES GROUP and supply chain members will adhere to the principles outlined in the waste hierarchy below.

FIELD SUPPORT SERVICES GROUP and supply chain members will ensure waste is stored away from drains, boreholes, wells and controlled waters. Containers shall be in good condition and, where required, covered to prevent dust and litter being blown out. If there is any likelihood of stored waste contaminating the surrounding environs, all necessary steps will be taken to ensure no contamination occurs. This may include the use of containment bunds with rain shelters and the use of sealed containers, i.e. clip-top drums and fluorescent tube coffins.

Before waste is treated and / or removed all subcontractors / waste contractors must provide the project team with legible copies of the following documentation where applicable in the country of operation:

- Environmental permits (mobile plant licences) and exemption certificates authorising on-site crushing and screening activities;

- Waste Carriers Registration Certificates;
- Environmental Permits, (Waste Management Licences and PPC Permits);
- Notification certificate of exemption from environmental permitting.

The project team and, where applicable, subcontractors will ensure that the removal of all inert / non-hazardous waste is recorded on **Waste Transfer Notes**. These documents must be kept for a minimum of two years. These documents will be stored on site and made available on request.

The project team and, where applicable, subcontractors will ensure the removal of all hazardous waste is recorded on Hazardous Waste Consignment Notes. These documents must be kept for a minimum of three years. These documents will be stored on site and made available on request.

Legible copies of all Waste Transfer and Consignments Notes, recording the removal of waste from Site must be issued to FIELD SUPPORT SERVICES GROUP. This includes waste generated on site by subcontractors).

Waste Hierarchy in Practice

ASPECT	STRATEGY
<p>Prevention</p> <p>Preventing waste in the first instance is the most beneficial approach.</p> <p>This can be achieved through using less material in design and manufacture, including energy.</p> <p>FIELD SUPPORT SERVICES GROUP could achieve this by reducing the amount of raw materials they consume through:</p>	<ul style="list-style-type: none"> • Improved processes / employee training to reduce accidents resulting in damage or loss of raw materials. • Organising storage areas effectively / safely to reduce risk of spillages. • Minimising defects in production through lean management systems. • Installing energy saving devices to minimise electric / water consumption.
<p>Re-use</p> <p>Re using waste wherever possible increases the life cycle of that item and helps to reduce consumption of raw materials. This will also reduce costs of production and reduce the quantity of waste produced which has positive impacts both environmentally and economically as there is less waste to dispose of.</p>	<ul style="list-style-type: none"> • Reuse oil barrels / have them refilled when empty instead of purchasing new. • Reuse packaging and cardboard sent by suppliers / return it to them for reuse. • Reuse water where possible – install water cleaning / filtering system to facilitate.
<p>Recycle</p> <p>Recycling is key in reducing the amount of waste sent for disposal, prevents pollution and saves energy by reducing the need to collect new raw materials, protecting ecosystems and the environment. It is crucial that FIELD SUPPORT SERVICES GROUP recycles waste wherever possible to reduce their environmental impact and minimise consumption of new resources.</p>	<ul style="list-style-type: none"> • Packaging should be recycled if it is not possible to reuse. • Waste oil should be sent to a recycling facility. • Waste water should be recycled and reused using waste water treatment processes.
<p>Recovery</p> <p>Waste recovery is the principal of waste serving a useful purpose by replacing</p>	<ul style="list-style-type: none"> • Using paper, plant matter, food waste and other organic materials to create compost, which can then be used to fertilise gardens, agricultural fields and municipal projects.

<p>materials which would have otherwise been used to fulfil a particular function. In essence, recovering materials or energy from waste for reuse.</p>	<ul style="list-style-type: none"> • Extracting precious metals and other valuable materials from broken machines / appliances, which can be recycled or re used.
<p>Disposal</p> <p>Disposal of waste by landfill or incineration should be a last resort if all other stages of the waste hierarchy have been exhausted. If required, this should be done through a legally registered and regulated waste disposal company.</p> <p>A U.S. EPA report found more than 60,000 untested chemicals are present in the consumer products. Packaging is one of the fastest growing categories of solid waste which accounts for 30% of municipal solid waste and around 40% of the waste is plastic which does not biodegrade. It's level of toxicity exacerbates the problem as landfills pollute ground water and other habitats, as well as produce toxic gasses making sustainable waste disposal very difficult.</p>	<p>Waste for disposal should not be exported, this is simply moving the problem waste to another area where it will be disposed of unethically, damaging environments and creating further pollution / consuming more raw materials as a result of transporting it.</p>

STORAGE OF FUEL, OILS & BUILDING CHEMICALS

Containers must be stored within a Spill Nappy (or similar), bund or any other suitable secondary containment system (SCS). All containers must be located in a safe place to minimise the risk of damage and locked-off when not in use.

For oil tanks, intermediate bulk containers and mobile bowsers the SCS must be able to hold:

- Where one container is being stored - a minimum of 110% of the total volume;
- Where more than one container is being stored - a minimum of 110% of the largest container's storage volume, or at least 25% of their total volume (whichever is greater);
- For drum storage, the interceptor tray must be able to hold at least 25% of the total storage capacity of the drums.

Bunded (a method of storing a hazardous substance with no chance of a spill – completely securely and with full compliance with regulations) areas must be made impermeable to water and oil. The base and walls must not be penetrated by any valve, pipe or opening that is used for draining the system.

PARTICULATE MATTER (DUST) & NOISE

General Site Activities

With regard to nuisance, the methodology in which work activities are undertaken must apply Best Practicable Means (BPM) in order to minimise negative impact on local, sensitive receptors, such as schools and domestic dwellings. However, if measures to reduce excessive dust and noise are unsuccessful, work must stop and an alternative method devised before work can resume.

The following measures must be considered when attempting to reduce noise and dust:

- Use sheeted lorries and sealed / covered skips;
- Use dust extraction equipment when drilling and cutting;
- Damp down haulage roads and stockpiled materials in dry or windy weather;
- Sweep access roads regularly;
- Grass over topsoil which is being stockpiled for landscaping or off-site
- Locate plant and equipment away from sensitive receptors;
- Use screens, including earth bunds to act as acoustic barriers;
- Isolate plant and equipment when not in use;
- Fit white noise systems on vehicles to reduce noise nuisance when reversing;
- Keep engine compartment doors closed;
- Limit vehicle movements on-site, i.e. use of one-way system.

Previously Unidentified Issues

If one or more of the following is discovered, work in that location must stop immediately and the shift manager informed:

- Contaminated soils;
- Archaeological remains or features;
- Suspicious objects;
- Underground storage tanks;
- Invasive species, i.e. Japanese Knotweed;
- Protected species, i.e. badgers, bats, amphibians, reptiles and plant life.

Subcontractor Environmental Reporting

[Where applicable, outline company specific requirements – example provided below]

All subcontractors will complete relevant sections of the following Worksheets:

- WS1 – *Subcontractor Details*
- WS2 – *Waste Metric*
- WS3 – *Utilities / Resource Metric*
- WS4 – *Commercial Transport Metric*
- WS5 – *Timber Source Metric*
- WS6 – *Explanatory Notes*

The **MER** template will be provided electronically as a **Microsoft Excel document**. When returning completed MERs, subcontractors will ensure the report is in its original format, i.e. compatible version of Excel.

Emergency & Incident Preparedness

In order to minimise the risk of a pollution incident, subcontractors must ensure all operatives understand the environmental risks associated with their work activity and what control measures are in place to eliminate or reduce negative environmental impact.

SPECIFIC PROJECT ENVIRONMENTAL REQUIREMENTS

- KPI MONITORING REQUIREMENTS, I.E. NOISE, DUST, VIBRATION, TREE PROTECTION, PROTECTED SPECIES, WASTE, POWER USAGE, WATER CONSUMPTION, COMMERCIAL DELIVERIES, ETC

MATERIALS WITH RECYCLED CONTENT & LOW EMBODIED ENERGY

- CONSIDERATE CONSTRUCTORS SCHEME, I.E. MINIMUM SCORE
- EMPLOYMENT & / OR TRAINING OPPORTUNITIES FOR LOCAL PEOPLE - LIAISON / WORKING WITH SCHOOLS & LOCAL COMMUNITY GROUPS - VOLUNTEERING & CHARITY WORK

WATERCOURSES & WELLS

- PROTECTION REQUIRED, I.E. MEASURES TO PREVENT RUN-OFF - MINIMUM DISTANCE REQUIRED FOR PROTECTION
- CONSENTS REQUIRED / OBTAINED

WASTE (SIGNIFICANT WASTE STREAMS THAT WILL BE GENERATED)

- RE-USE OF DEMOLITION MATERIALS, I.E. SOIL & STONES, CRUSHED CONCRETE, ETC
- WASTE EXEMPTION(S) REQUIRED, I.E. U1
- RECLAIM DEMOLITION MATERIALS, I.E. BRICKS, TILES AND ARCHITECTURAL FEATURES
- WASTE SEGREGATION ON / OFF SITE - USE OF PREFABRICATED MATERIALS

CONTAMINATED GROUND, ISSUES WITH GROUNDWATER & DEWATERING

- HYDROCARBON CONTAMINATION
- AREAS USED FOR THE DISPOSAL OF OTHER WASTES, I.E. ASBESTOS
- CFA, LDA AND DRIVEN PILE SOLUTIONS
- RE-USE OR DISPOSAL OF GROUNDWATER, I.E. REQUIRED DISCHARGE CONSENTS

STANDING HERITAGE & ARCHAEOLOGY

- LISTED BUILDINGS, I.E. CONSENTS REQUIRED / OBTAINED - PROTECTION OF WWII 'PILL BOXES' & ANTI-TANK DEFENCES - ARCHAEOLOGICAL INVESTIGATIONS & SENSITIVE AREAS

MATERIALS & DESIGN

- MATERIALS WITH RECYCLED CONTENT & LOW EMBODIED ENERGY
- BREEAM, CEEQUAL, CODE FOR SUSTAINABLE HOMES ASSESSMENT REQUIREMENT, I.E. EXCELLENT
- USE OF BRE GREEN GUIDE TO SPECIFICATION & A WEB-BASED RESOURCE CALLED GREENSPEC
- IF FIELD SUPPORT SERVICES GROUP ARE NOT RESPONSIBLE FOR PROJECT DESIGN, HAVE WE INFLUENCED OUR CLIENT TO CONSIDER ECO MATERIALS & CONSTRUCTION TECHNIQUES

SENSITIVE NEIGHBOURS (IF INFO PROVIDED ELSEWHERE, REFERENCE WHERE)

- SCHOOLS
- HEALTHCARE FACILITIES
- PLACES OF WORSHIP
- RESIDENTIAL AREAS
- LOCAL COMMUNITY MEETINGS

ECOLOGY & BIODIVERSITY

- TREE PROTECTION & TREE PROTECTION ORDERS (TPOs)
- PROTECTED PLANT SPECIES, PROTECTION / TRANSLOCATION REQUIRED

- PROTECTED SPECIES, I.E. BADGERS, BATS, BIRDS, NEWTS - INCLUDE PROTECTION REQUIRED, SPECIFIC DEMOLITION REQUIREMENTS, CONSTRUCTION OF RECEPTOR AREAS, NEST BOXES, ETC
- INVASIVE SPECIES, I.E. JAPANESE KNOTWEED

COMMON PIPESTRELLE ROOST WITHIN EXISTING BUILDING, LICENCE TO BE OBTAINED TO RELOCATE

ENVIRONMENTAL ASPECTS & IMPACTS

The project team has identified elements of its work which will have an impact on the environment.

Work activity / package Aspects & Impacts Registers will be developed and provided to all subcontractors. The subcontractor must manage all risks associated with their work activity / package in accordance with this document.

Where the subcontractor identifies additional environmental risk, it is the subcontractor's responsibility to inform the **Project Environmental Co-ordinator (PEC)** and request that the register is reviewed and amended.

FIELD SUPPORT SERVICES GROUP may, from time to time, externally communicate information relating to significant environmental aspects and the company's performance. Such decisions will be made by appropriate management and documented.

IMPLEMENTING SUSTAINABLE MANAGEMENT PLAN:

Legal Compliance

FIELD SUPPORT SERVICES GROUP is licensed according to UK law and in compliance with all relevant international or local legislation and regulations, including health, safety, labour, environmental aspects, and insurance policies.

Employee Learning

We carefully recruit the best employees to work for FSS, we train and stimulate our fellow employees and ourselves so that the service we give will be performed with courtesy and an ever-increasing degree of intelligence, care and pride, but without waste or extravagance.

Service Quality & Customer Satisfaction

Because customer satisfaction depends on the united efforts of many, we are most successful when we work together cooperatively with everyone, and respect the contribution and importance of our fellow workers.

We have our internal system to evaluate our performance and ensure that we exceed the expectations of our colleagues, clients and shareholders, this system allows managers to observe employees and provide constructive feedback whenever needed.

Accuracy of Promotional Materials

All communication regarding promotional material at FIELD SUPPORT SERVICES GROUP goes through the Sales, PR and Marketing team and is in line with **FSS guiding principles**, local regulations and cultural norms. Any dissatisfaction from our clients is tracked through the **client feedback forms** thorough many channels.

Interpretation

We inform our clients about the local environment, local culture and cultural heritage through various means; may it be electronic via our TV systems and also verbally from our colleagues. Community lectures are carried out to educate community about sustainability.

HEALTH AND SAFETY

Our Goal: work safely at all times; think about hazard prevention in all that we do; minimize accidents so that we, as Staff Members, can feel comfortable and confident at all times in our work environment and be proud of our commitment to safety.

The management of FIELD SUPPORT SERVICES GROUP has developed a **comprehensive Accident and Injury Prevention Program**, the goal of this program is to minimize the frequency of and severity of accidents involving staff members and to comply with the local laws and regulations that relate to our operations. The program has been designed to eliminate physical hazards from the work environment and to train staff members in safe work practices.

Accident prevention is a vital element of any successful organization, we recognize that accidents does not only cause physical and mental pain to staff members, but are also costly in terms of lost productivity and profit.

Efficient accident prevention can be directly related to increased profitability for our business, which is something that benefits all of us.

While the final responsibility for the safety program lies with the managers and supervisors, the program cannot succeed without the full cooperation of all staff members. Everyone must be on hundred percent safety conscious in everything he or she does while on the job. We are confident that with a sincere and concentrated effort from everyone, our safety goals can be achieved.

We follow strict security, environmental, health and safety laws, regulations and procedures to conserve and protect the environment and create a workplace where we bring the best out of our colleagues whilst avoiding the risk of injury.

Colleagues are appropriately trained so as to make them aware the health and safety issues while working and guests are made aware of hazards by using appropriate signage and other form of communication.

All necessary and mandatory safety requirements for the same are in order, such as Method Statement, Risk Assessment, and Personal Protective Equipment.

Local Law enforcement agencies frequently visit the premises to ensure all emergency systems are in order, besides, there are audits conducted to ensure that the operations clinic is up to the standards,

kitchen staff is trained on safety and procedures, and must undergo a mandatory basic food hygiene course in food handling.

And, we have regular meetings to discuss any area of improvement in the above.

SOCIAL/ECONOMIC

At FIELD SUPPORT SERVICES GROUP, we are committed to save our planet and be part of the solution!

Local Employment

Supporting a robust companywide National Development program, FIELD SUPPORT SERVICESGROUP proactively supports the recruitment and development of local nationals within various positions across its operational and support function, with a view that local nationals will be supported, mentored and guided to grow and move into leadership positions across the company.

Respect Local Culture

Culture Awareness training and Information of the same is provided through the orientation for new joiners, multimedia or through books and magazines. Our employees are trained on local culture standards.

Fair Trade

FIELD SUPPORT SERVICES GROUP Operations is committed to deal with authorized suppliers and official distributors who offer supplies with the highest quality in the market.

Our priority is to select the suppliers who provide eco-friendly products and ensure they have certifications.

Respect Local Culture

Culture Awareness training and Information of the same is provided through the orientation for new joiners, multimedia or through books and magazines. **Our colleagues are trained on international culture standards.**

Exploitation

FIELD SUPPORT SERVICES GROUP is in strict compliance to the Labor Law and its relations. Hence, appropriate policies are in place against the employment of children, discrimination, sexual harassment, and exploitation.

Equitable Hiring

FIELD SUPPORT SERVICES GROUP promotes diversity and equality on all levels of the business, and no employees or applicants are discriminated against in any way. All positions are filled on the basis of competence. Our operations adheres to all local laws and regulations concerning labor laws, and offer conditions and wages superior to the minimum requirements.

FIELD SUPPORT SERVICES GROUP employs people of many nationalities. Women candidates are encouraged to apply across all levels of the business.

Employee Protection

Salaries and benefits meet national regulations, and all payments required by law into insurance and holiday funds are made on behalf of all employees. Overtime is paid for hours worked beyond the established work in accordance with local labor law. Week hours and working hours do not exceed the legal maximum established by the labor law, but being a hospitality industry at times a need might arise to work additional hours, colleagues are accordingly remunerated as per the policies outlined.

Basic Services

The activities of the business have not impacted or jeopardized resources or services in the local area or neighbouring communities in any negative manner. The activities of the business generate a number of secure jobs and reflects positive influence in the community.