

# Whyte & Co.

## Enforcement Services

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## ENVIRONMENTAL POLICY

### Statement

Whyte & Co recognises that its activities impact upon the environment both through routine internal operations and through its effects on the wider community. It acknowledges a responsibility for and a commitment to, protection of the environment at all levels. All activities of the company shall be conducted in strict accordance with sound environment practices. At a minimum, all activities will be conducted in compliance with relevant laws and regulations. In addition, it is committed to build from this foundation of compliance with the aim of continuously improving its performance, and will provide the necessary resources to meet these objectives.

Top management has defined the organisation's environmental policy as follows:

### Impacts

Our most significant adverse environmental impacts are:

- CO2 Emissions from enforcement agent and other vehicles
- Use of Paper
- Electric / Gas Consumption

### Commitment

Top management makes the following commitments:

- Set environmental improvement targets and objectives as part of a continuous improvement plan.
- Comply with all relevant environmental, authorisations, permits and consents.
- Allocate and maintain resources for the effective implementation of environmental management and legal compliance and provide training of all it's staff where appropriate.
- Conduct regular audits to evaluate compliance with environmental laws, the effectiveness of the environmental management system, and to verify that this policy is being fully implemented
- Reduce or prevent the discharge and/or emission of pollutants and waste products to air, land, surface water and groundwater.

- Implement and maintain a documented environmental management system and gain and maintain ISO 14001 accreditation
- Integrating environmental and sustainability principles into the company's operational procedures and promoting best practice at every level.
- Communicate the company environmental policy, as appropriate, to customers, employees, subcontractors and the local community.

It is the personal responsibility of each employee to perform work assignments in accordance with sound environmental practices and to perform each job in compliance with established rules, regulations, and any other requirements that may be in place.

The success of this environmental program depends on the personal commitment by all employees.

### **Environmental Review**

We have conducted a comprehensive analysis of our impacts on the environment and have identified the following as our significant environmental impacts:

- CO2 Emissions from enforcement agent and other vehicles
- Use of Paper
- Electric / Gas Consumption

## Environmental Programme

### Vehicle Emissions

Our objective is to reduce average fuel consumption per employee by

- Employing enforcement agents and debt collection officers who live in or close to the areas in which they operate
- Increased use of “home” working for administrative staff through remote access to our databases
- Replacing some diesel powered vans with smart cars and motor scooters. 7 vans have been replaced to date by 2 smart cars and 5 scooters. Both smart cars and scooters are used by enforcement agents responsible for making initial visits only where the chance of having to remove goods is very small. Where a removal does become necessary a removal van and crew can quickly attend. They are also used by Debt Recovery Officers who have no power to undertake a removal of goods and by our Property Inspector. The scooters are used in densely populated areas where the distance between each visit is strictly limited and the smart cars are used in less populated areas where there is a greater distance between visits. When we next acquire any vans we intend to purchase LPG conversions or have a conversion undertaken ourselves.
- Continuing our practice of equipping all vehicles with satellite navigation systems, selecting work by post-code and calculating optimum routes using route planning software
- Continuing to service all vehicles regularly and conducting inspections between services to ensure that tyres are inflated to the correct pressure and that no unnecessary weight is carried
- Future initiatives under consideration include developing a staff travel plan with an objective of having a percentage of our office based staff switch their mode of travel to a more environmentally friendly mode e.g. public transport, car sharing, bicycle, walking etc.

### Paper Use

We have been recycling all paper waste for a number of years.

We have already reduced paper consumption per employee by approximately 60% by equipping all our agents with smart devices.

At the same time a number of clients have requested the introduction of additional letters into the collection process. Our objective is to maintain present consumption levels in spite of the need for additional letters by:

- maximising the use of e-mail
- maximising the use of double sided printing
- reusing paper waste instead of purchasing notebooks

### Electric / Gas Consumption

Our objective is to reduce both electric and gas consumption through:

- a “switch off” policy
- fitting thermostats to all radiators
- installing lights equipped with motion sensors in parts of the building not in frequent use
- installing more light switches so that lights can be switched off when offices are unoccupied
- replacing some of our ceiling lighting clusters with desk lamps

### Other Measures not linked to specific objectives

- all computer equipment that is no longer required is collected under an arrangement with Barclays bank and is recycled for use in third world countries.
- all printer cartridges are recycled
- maximum use is made of electronic trading
- staff are encouraged to adopt water saving measures

### Management System

In order to test our compliance with best practice and to demonstrate our commitment, Whyte and Co has implemented a formal Environmental Management System and achieved accreditation to ISO 14001. We considered the alternatives of seeking accreditation to ISO 4001 and EMAS and opted for the former as we already hold accreditation to ISO 9001 and ISO 27001 and there is considerable overlap between these standards.

### **Internal Environmental Audit**

We will be conducting annual environmental audits.

### **Environment Statement**

This is a requirement of EMAS but is optional for ISO 14001. We consider that our environmental impacts are relatively minor and do not justify the production and publication of an environment statement.

### **Verification**

This will be provided through regular external audits conducted by our chosen accreditation body NQA.

### **Purchasing**

- Use/purchase environmentally friendly and sustainable products wherever possible.
- Use/purchase products that use fewer natural resources in production and can be recycled or disposed of with minimum environmental damage.
- Work with and encourage our suppliers and contractors to adopt similar policies and practices.
- Use / purchase low energy use equipment e.g. monitors, light bulbs
- Use local suppliers to reduce transportation costs

### **Review**

This policy is reviewed at least annually



Paul Whyte

Partner