

22-004 Environmental Policy			C4 Cleaning Ltd	
			1-2 Chalice Close, Lavender Vale, Wallington SM6 9RU	
Name:	Courtney Hanson-Chambers	Signature: 	Date:	01.02.2026
Title:	Director		Review:	31.01.2027

Purpose

The purpose of this policy is to demonstrate **C4 Cleaning Ltd** commitment to reducing our environmental impact and improving our environmental performance as an integral part of our business strategy and operations. We will encourage customers, suppliers, and stakeholders to adopt similar practices. Our goal is to ensure the environmental effects of our company are eliminated, reduced, or isolated and controlled.

Scope

This policy applies to all employees, contractors, and stakeholders involved in our business activities. It covers initiatives to manage waste, reduce energy consumption, use sustainable materials, and implement eco-friendly practices across all aspects of the company.

Responsibility

The Director is responsible for the implementation and oversight of this policy. However, all employees share the responsibility to ensure the aims and objectives of the policy are met within their areas of influence.

Policy Details

We endeavour to comply with and exceed all relevant regulatory requirements. Our focus is on continually improving and monitoring environmental performance while systematically reducing environmental impacts. We incorporate environmental considerations into business decisions and aim to increase employee awareness and training on environmental practices.

Key Areas of Focus

- **Paper:** we aim to minimise paper use in the office and reduce packaging as much as possible. Efforts include purchasing recycled and recyclable paper products and recycling all paper waste where feasible.
- **Energy and Water Usage:** we strive to reduce energy consumption through mindful practices, such as turning off lights and electrical equipment when not in use. Heating systems are adjusted with energy efficiency in mind, and energy consumption is considered when purchasing new products.
- **Office Supplies:** we evaluate alternative options before purchasing new equipment and opt for renting or sharing equipment when feasible. Environmentally friendly and efficient products are prioritised, and materials are reused and recycled wherever possible.
- **Transportation:** we minimise travel by restricting trips to essential activities only. Alternatives such as email, video conferencing, or phone calls are promoted. Public transport or bicycles are encouraged, with provisions made for such needs. Eco-friendly vehicles are used and maintained for efficiency, and carpooling with eco-route navigation settings is supported.
- **Maintenance and Cleaning:** we use environmentally friendly cleaning materials and ensure waste is disposed of only through licensed and appropriate organisations.

Monitoring and Improvement

We comply with all relevant regulatory requirements and continuously monitor and improve environmental performance. Environmental considerations are integrated into project planning and business decisions. Training and resources are provided to employees to enhance awareness, and the policy is reviewed regularly in line with legislative changes and operational needs.

Culture

Employees are engaged in implementing this policy to enhance commitment and performance. The policy is updated annually in consultation with staff and stakeholders. Collaboration with suppliers, contractors, and

subcontractors ensures awareness of environmental impacts during projects on our premises. Local materials are prioritised to reduce CO2 emissions and support the community.

Complaints

We investigate and address environmental complaints raised by staff, clients, or stakeholders promptly. Compliance with statutory legislation and maintaining good neighbour relations are priorities. Unresolved issues are escalated to a director for resolution within seven working days.

Environmental Impact Register

Purpose: To document and track environmental impacts and to ensure continual improvement in our environmental management system.

Procedure:

Date	
Identified By	
Activity/Product/Service	
Description of environmental impact	
Assessment	
Severity	
Frequency	
Overall impact Rating	
Mitigation measures	
Mitigation action plan	
Responsible person	
Target completion date	
Monitoring plan	
Person responsible for monitoring	
Frequency of monitoring	
Review date	
Closed by person	
Closed by date	

Review:

All environmental impacts will be reviewed periodically during management review meetings to ensure effective resolution and to identify any trends or areas for improvement.

Tips and things to remember

1. Minimise waste and recycle wherever possible.
2. Turn off lights and equipment when not in use.
3. Use public transport, carpool, or eco-friendly travel options.
4. Opt for environmentally friendly cleaning materials and efficient usage.
5. Participate in training sessions to stay informed about best practices.

Non-Compliance with this Policy

Any non-compliance with this policy will be taken seriously and addressed promptly. Disciplinary actions for policy non-compliance may include verbal or written warnings, suspension, termination, or referral to appropriate authorities, as deemed necessary.

Policy Review

This policy will be reviewed annually or as necessary, for example, following significant workplace changes, legislative updates, or legitimate requests.