

## Environmental Policy Statement

Workflow Services recognises the need to operate the business in a manner, which reflects good environmental management. This statement shall be used as a method of informing interested parties of the company's commitment to continual environmental improvement.

Workflow Services Ltd are committed to the following:

1. The Company is aware of the environmental impacts of its operations and will balance its aims with the need to protect both the local and global environment.
2. The Company is committed to providing the necessary financial and personnel resources to fulfil its environmental obligations.
3. The Company is committed to preventing pollution, minimising its environmental impact, and to develop a culture of continual environmental improvement, by establishing a clear set of environmental objectives and targets, within the framework of an environmental management system.
4. The Company will seek to comply with all relevant environmental and other legislation and obligations where practicable, will strive to achieve a high standard of environmental performance.
5. The Company will develop environmental evaluation procedures and will periodically review its environmental performance. Furthermore, the Company will incorporate environmental factors into business decisions.
6. The Company is committed to exploiting environmental opportunities by active resource management (materials, fuel and energy), and waste minimisation.
7. The Company will endeavour to utilise sustainable materials and products, which are reusable or can be recycled. Where necessary, it will ensure that any waste, particularly any hazardous waste is tested, transported and disposed of in an environmentally acceptable manner, in accordance with statutory duty of care requirements.
8. The Company will aim to reduce the risks of environmental accidents through the adoptions of appropriate risk management procedures and in conjunction with appropriate authorities, it will ensure an emergency response capability to deal with accidental pollution.
9. The Company recognises that all aspects of its operations consume energy. The Company is committed to be as efficient as possible in its use of energy and natural resources in order to minimise both its impact on the environment through carbon and other emissions and its energy costs. The Company is aware that reducing its Greenhouse Gas Emissions represents significant benefits for the Company, its clients, suppliers and the wider community.
10. The Company will aim to adhere to the following principles in achieving carbon reduction:
11. Reduce energy consumption where possible, considering the role of communications with staff and suppliers to minimise usage and improve efficiency.
12. Reduce travel and office / site energy consumption where possible.
13. Comply with all relevant legal requirements and other energy related guidance as appropriate.
14. Continue to record employee travel mileage with the aim of minimising unnecessary travel.
15. The Company will continue to procure the use of region-specific employees on projects and work sites wherever possible, in order to minimise unnecessary travel and thereby minimise carbon emissions and greenhouse gas generation.
16. The Company will communicate the Environmental Policy to staff and sub-consultants and will provide the necessary training and support, to ensure fulfilment of the commitments given in this policy statement.

### Review

*The Directors of the Company will assume responsibility for the monitoring, review and implementation of this policy.*

*This policy will be reviewed annually or following any significant changes.*

*This policy has been approved & authorised by:*

**Name:** Mark Williamson

**Position:** Managing Director

**Date:** 10/02/2026

**Signature:**



<b>Workflow Services</b> <b>Environmental Policy Statement</b>	Version	1.8	Authorised by (initials)	MW
	Effective Date	10/02/2026	Name (print)	Mark Williamson
	Confidentiality	Internal	Page 1 of 1	