



Sustainability Policy - ARC Fire Safety & Security Ltd

Objective

ARC Fire Safety & Security Ltd is providing a sustainability policy that not only covers environmental impacts of the business but also to include other areas that do affect the sustainability of the company moving forward and mitigation of risks and also improvements and engagements that could affect the company, its staff, customer service, local businesses and charities.

Policy aims

We will endeavour to,

- Include all environmental actions of the business as documented in the company Environmental Policy, Document No
- Consider other areas of the business where we believe provide risk mitigation and consideration for the long term health of the business and the stakeholders.
- Ensure that all these areas are communicated to all interested parties.

Environmental considerations

All the environmental considerations below are contained separately in the company Environmental policy, Doc No

Travel

Due to the nature of the business, travel is a large part of everyday activity. Where possible, we will reduce the impact of travel as follows,

- Promote the use of online meetings wherever possible where it is not vital that we meet stakeholders face to face.
- Use public transport at every opportunity. All non-engineering trips to London are now via public transport.
- Vehicle share to meetings and where site locations allow, advise Engineers to vehicle share.
- Due to the geography of the business areas covered, it has been decided that at this point in time, EV's are not suitable for Engineers until the national infrastructure improves. EV's and Hybrid vehicles are being used for middle and upper management and Surveyors vehicles. All vehicles are maintained in accordance with the manufacturers service schedules to maintain efficiency.

Waste & Recycling

We will use the following guidelines to reduce the impact of waste and improve recycling,

- Use both internal and external recycling bins as well as standard waste bins.
- Think before we print out any document or drawing – Does it need to be printed ?
- Keep any scrap paper that could be used for internal printing.
- Recycle all printer toners and cartridges.
- All site waste to be correctly disposed, taking into consideration recycling.
- Minimise the use of paper in the office. A new company wide software system has been installed in 2024 which will hugely reduce the use of paper.
- Engineers to use the new Service software so 95% of all call docket are currently electronic. Small Service daywork quotes are now sent directly to the customer via the new system, negating any paper use.
- More of the company's quotes are now being completed through the Uptick software system, which is reducing the amount of paper being printed for quote files.
- All batteries and electronic waste is being recycled through local approved WEEE licensed companies, in accordance with the EU directive EU for electrical & electronic waste 2012/19/EU.
- All scrap metal and cable is being disposed through licensed contractors.
- Where suitable for the business, recycled products will be given priority.

Energy

We will reduce the amount of energy used using the following actions,

- All lighting in the office to be converted to LED. This is complete in 2024.
- Commence the installation of room lighting sensors instead of switches, which are sometimes left on.
- There is consideration for HVAC and this will be monitored for correct and efficient use.
- The IT infrastructure is now mostly cloud based so PC's can be switched off at night.
- Complete an annual review of utility providers and consider low or carbon neutral suppliers.
- Ensure taps are turned off at all times when not used.

Suppliers/Purchasing

We will monitor the supply chain and review suppliers to ensure their environmental aspirations meet ours. This will be done by,

- The most environmentally effective product or equipment is evaluated and given priority.
- Bulk buy where possible to reduce the number of deliveries.
- Question suppliers' environmental aspirations during annual review meetings.
- Work with local suppliers wherever possible, reducing the impact of travel and energy. Current examples are,
 - Specialist printing Within 2 miles.
 - Battery supplier Within 1 mile
 - Some security items Within 1 mile
 - Main equipment supplier Within 10 miles
 - Branded clothing supplier Within 6 miles

Monitoring

We will maintain a culture of review, improvement and communication as follows:

- Communicate the policy annually to all staff and ask them for feedback or suggestions on improvement.
- Review the policy annually and include any changes.
- Send the policy to other stakeholders.
- Put this policy, along with the Sustainability policy on the website.
- Provide staff with training where necessary and include them in the environmental process.

Other sustainability considerations

Supply chain management

We will continue to review and work with our suppliers to ensure we consider their environmental policies align with our own but to also ensure they provide the best commercial and financial support to our business.

We will monitor this by;

- Holding annual review meetings to discuss all aspects of the service they provide. This will ensure we are kept up to date with market trends and new products and innovations.
- Carry out regular market reviews to ensure we are getting best service and advice.
- Working with industry accredited suppliers.
- Working with local suppliers where possible.

Corporate governance

The company will continue to work in accordance with our ISO9001 :2015 accreditation to ensure a culture of continual improvement to all aspects of the business. This will be enhanced by;

- Ensuring the structure of Directors and Management are all aligned to the continued success and stability of the company for a long term future for staff and customers.
- All Directors, Management and staff are engaged with the company's core values,
 - Positivity
 - Respect
 - Ownership
 - Unity
 - Delivery
- Continue to work to gain and retain industry accreditations including, BAFE, SSAIB, ISO9001-:2015, Chas, Constructionline, Safe Contractor.
- Utilise expert consultants within the business in areas including Human Resources, Health and Safety, ISO9001:2015, as well as Accountants and Solicitors.
- Operate financial controls to ensure a safe and long term outlook.

Employee care

We consider our employees to be the most important aspect of the business. Where possible, we try and consider how the employee experience can be improved and enhanced. Some of these areas include,

- Implementation of a free External wellness program providing £150-£200 of dental and optical treatment per year. This also provides a range of in patient costs as well as a remote GP service and many different types of support and counselling.
- Additional day off for birthday.
- Occasional additional gifts/drinks/meals.
- Full Christmas party to include partners and accommodation.
- Rewards for long service including generous financial reward as well as ongoing additional holidays up to a week per year following 15 years service.
- Annual bonus.

Inclusivity

We operate as a fully inclusive business without prejudice and welcome all persons regardless of gender, colour, race, religion or social standing.

Future resource

We look to the future to see where we can mitigate risk and build good sustainability. These include,

- Directors purchasing the office building to ensure long term stability.
- Ongoing program of apprenticeships to bring on our own trained Engineers.
- Annual review of risk register and completion of a SWOT analysis.
- Good practice financial investment and control.

Social and community

We feel it is vital to engage with the local community and wider social networks as well as giving some time to charity. We believe that by giving of our time and sometimes our expertise we will have a greater standing in the local and business communities which longer term will serve the company to become stronger in business and value.

Some areas where we engage are;

- Ensuring we market our business on our website as well as social platforms to show the services we provide and some of the projects that we have completed to prove

that we are a strong, reliable and proficient company that will assist in bringing future work.

- Attending networking meetings to engage with more local business networks to drive local business and reduce future travel liabilities.
- Installation of a CCTV system which not only covers our building but also affords some coverage to our neighbouring businesses.
- Installation of a defibrillator in 2024 to not only provide the option for use for our own staff but also to make available to the local business community.
- Working with nominated charity partners. We work to support two Cancer charities, these being,
 - Wessex Cancer Trust
 - Maggie's in Southampton, a cancer support charity. M.D. Andy Burrige works on the Fundraising board to assist with events and fundraising.
 - Selsey Lifeboat. Our Business Development Consultant, Max Wiseman has followed a family tradition and is a Coxwain on the lifeboat. ARC has offered support with free security systems.

Responsibility

Managing Director, Andy Burrige has overall responsibility for the application and communication of this policy to ensure the culture of the consideration of environmental impact by the actions of the company and the ongoing sustainability are continually reviewed.

This policy will be reviewed annually. The next review is due in,

August 2025



Andy Burrige M.D. 13 August 2024