



COMPANY ENVIRONMENTAL POLICY

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DAY GROUP LIMITED

(and its subsidiaries and associates)

1. POLICY STATEMENT

Day Group Ltd is a significant supplier of aggregates to London and South-East England and a major producer of both recycled and secondary aggregates. Materials are supplied either loose or bagged and are delivered by the Company's own fleet, as well as by regularly employed outside hauliers.

Day Group endeavours to provide the highest quality service for its stakeholders and is committed to improvement. This policy statement demonstrates our commitment to the environment and to the communities that are affected by our operations.

The Company will monitor the impacts of its activities on air, water and land and will:-

- Comply with legislation, regulations and good codes of practice with regard to our operations.
- Establish systems and procedures that prevent pollution and nuisance to our stakeholders, with the aim of reducing wastage and energy usage and encouraging recycling.
- Continuously review the negative impacts and promote the positive aspects of our operations, products and services.
- Ensure that this policy is communicated to all the Company's employees.
- Promote sustainable construction by the supply of recycled and secondary aggregates.
- Ensure environmental awareness through the training of our employees.
- Establish and review targets and objectives to promote good environmental practices.
- Work with our stakeholders and local communities with regard to all environmental aspects of our operations.
- Allocate adequate resources to implement this policy.

The implementation of this policy is to ensure that Day Group Ltd fulfils its responsibilities to the environment.



Managing Director

2nd January 2015

2. **AIMS**

The aims of this policy are: -

- 2.1 To ensure company standards meet or exceed all relevant statutory requirements and industry best practice.
- 2.2 To keep abreast of changes in legislation that may affect the Company's activities.
- 2.3 To ensure that all employees are informed of their responsibilities for the protection of the environment in the workplace and other areas affected by our business.
- 2.4 To ensure that all contractors and subcontractors are informed of the Company's requirements and expectations for tasks to be carried out to protect the environment.
- 2.5 To liaise with clients to ensure compliance with their requirements and to agree any procedures to protect the environment.
- 2.6 To provide training for employees as required, and to encourage them to carry out their duties with due diligence without causing any harmful effects on the environment.
- 2.7 To carry out annual audits to ensure that the aims are being met at all of the Company's locations.
- 2.8 To record all incidents including spillages and emissions, and to investigate as appropriate, and ensure that every effort is made to avoid a recurrence.

3. **ENVIRONMENTAL RESPONSIBILITIES**

3.1 Managing Director

The Managing Director has the ultimate responsibility for all aspects that may affect the environment. He will ensure that there is an effective Company Policy in place and that the organisation is adequately resourced to enable the policy to be implemented throughout all of the Company's locations.

3.2 Directors

The Directors are responsible for the environmental control of all activities under their control. They will ensure that activities within the departments and for which they are responsible, are treated at the highest priority and that there is full compliance with all of the relevant legislation. At all times they will promote a positive attitude towards the environment amongst all their employees, and reprimand or discipline any employee who fails to meet or comply with the Environment Policy or statutory requirements.

3.3 Operation/Production Directors

The Operation/Production Directors will: -

- a) Monitor the adherence to systems and procedures at all Company locations.
- b) At the planning stage of any contract or project, give consideration to environmental issues affected by the work being carried out.
- c) Ensure that new plant and equipment is purchased with respect to its impacts upon the environment.
- d) Liaise with heads of departments in formulating environmental risk assessments (Aspects and Impacts), thereby reducing the organisation's impacts on stakeholders

3.4 Group Head of Health, Safety and Environment

The Group Head of Health, Safety and Environment will keep the Environmental Business Team informed of the Company's environmental performance, particularly of any significant changes in practices or legislation, and of any major incident, issue of concern or visit from an enforcing authority and continuously work towards industry best practice.

He will submit a report to coincide with the Management Meetings and report on all environmental matters including incident statistics to the Environmental Business Team.

In furtherance of the policy, he will ensure that each depot and office has adequately documented procedures for establishing and auditing health and safety standards, which will include: -

- a) Provision of risk assessments procedures (aspects and impacts) to enable employees to carry out their duties.

- b) Provision of guidance for information, instruction, and training, to include arrangement of training where required.
- c) Provision for incident reporting and investigation.
- d) Keeping, maintaining and amending current copies of the Environmental Policy and providing access to a copy to each employee via their work locations.

3.5 Managers and Foremen

Managers and Foremen will report to the Operations Director on all environmental issues. They are responsible for the maintenance of a safe working environment for all yard and transport operatives by: -

- a) Ensuring that all employees, visitors and contractors under their control are aware of the Environmental Policy and their responsibilities towards it.
- b) Provision of information, instruction, training and supervision.
- c) When giving instructions to operatives, identifying possible hazards to the environment and the appropriate precautions to be taken.
- d) Provision of emergency procedures and response equipment to protect the environment.
- e) Keeping under supervision all employees including new, previously untrained employees, until qualified.
- f) Supervising the inspection of all plant and machinery and reporting any defects for repair, and prohibiting the use of any piece of plant, machinery or equipment if it poses a hazard to the environment.
- g) Monitoring and advising amendments to any plant or systems of work.
- h) Recording and reporting any incident, which occurs at any site under their control and completing/assisting with investigations.
- i) Ensuring that there are no hazardous conditions within their sphere of operations that could affect the environment.
- j) Ensuring that all works are carried out in a planned manner so far as is practicable.
- k) Providing Risk Assessments to enable workers to carry out their tasks so as to protect the environment.

3.6 Yard Operatives, Fitters and Drivers

Yard Operatives, Fitters and Drivers shall: -

- a) Carry out their duties in accordance with Company requirements.
- b) Use all tools and equipment for their intended purpose and keep them in good order and free from excessive noise and vibration with no spillages or unnecessary emissions.
- c) Carry out their duties in an environmentally safe and efficient manner.
- d) Report any defects in plant, equipment or tools so that they may be repaired or replaced.
- e) Report all incidents and near misses that may occur in the workplace to their supervisors.

3.7 All Employees

Every employee will: -

- a) Carry out their duties in accordance with Company requirements.

- b) Take reasonable care for the working environment and neighbouring environment that may be affected by their acts or omissions at work.
- c) Co-operate with management with regard to agreed environmental arrangements and procedures.
- d) Be aware of their environmental responsibilities and duties as imposed by legislation and management.
- e) Not interfere with, or misuse, anything provided by the employer in the interest of environmental protection.
- f) Report all environmental hazards issues, however minor, to their immediate manager or supervisor.
- g) Assist their superiors to carry out their duties.
- h) Use plant, machinery and equipment only when authorised and properly trained to do so, i.e. not commence any task, nor use any tool or device, which they do not feel they are fully competent to carry out safely and professionally, unless they are under close and effective supervision.
- i) Ensure that all environmental safety devices on machinery are in place and maintained at all times.
- j) Stop work and report to their manager if they believe their plant or equipment has become defective or a risk to the environment for the task in hand.
- k) Undertake reasonable training as requested of them to enable them to fulfill their duties, including Fire Awareness and professional and/or vocational qualifications.

4. **ENVIRONMENTAL POLICY ARRANGEMENTS**

4.1 Training

The Company will provide training for employees to assist in the carrying out of their duties or if required under any statutory requirements or code of practice. Such training may include, but is not restricted to, firefighting or waste management courses.

Induction training will be provided for all new employees at the start of their employment and will be supplemented with additional training according to job function. Employees will be re-trained where they are assigned to a different job or location. All training will be recorded.

Directors will ensure that Managers, deputies and the Group Head of Health, Safety and Environment are provided with adequate environmental training to enable them to discharge their duties effectively.

4.2 Incident Reporting and Investigation

Each depot and office will have arrangements in place for the reporting of accidents and dangerous incidents that occur to any employee, haulier, contractor, customer or member of the public whilst on Company premises.

Details of all incidents will be recorded by and investigated by the site management. The Group Head of Health, Safety and Environment will assist where required and lead in all reportable incidents. The requirements of the Environment Agency will be followed in respect of any reportable incidents. Action considered necessary to prevent a recurrence will be taken.

The Group Head of Health, Safety and Environment will notify the details of a major incident to the Environment Agency.

Both the Managing and Operation/Production Directors will be notified of all major incidents, and immediately in the event of major spillage or emission that leaves company premises.

4.3 Auditing and Monitoring

Each location will have an effective arrangement for the auditing and monitoring of basic standards. This will include inspections of equipment under their responsibility, procedurally checked annually by the Group Head of Health, Safety and Environment accompanied by the Operation/Production and Transport Directors.

Written reports will be produced following the audits, which will detail any non-compliances and recommendations, together with responsibilities and timescale for action. The Departmental Director will be responsible for ensuring all actions are rectified.

A summary of all incidents will form part of the Group Head of Health, Safety and Environment's report submitted to the Environmental Business Team.

4.4 Visitors and Contractors

Management responsible for each location will ensure that there is an effective procedure to supervise visitors whose actions may affect the environment whilst on site. It is the responsibility of the relevant management to ensure that visitors are fully acquainted with the site rules that are applicable. Visitors may require either an on-site induction or to be accompanied whilst on site. All visitors, fitters and contractors must sign in and out.

All contractors will report to the designated person or relevant department prior to entering any part of the site. Induction by the Yard/Office Manager or their deputy will familiarize them with any site rules that may apply to the part of the site in which they will be working. Before undertaking any work involving potentially hazardous operations, an agreed method of work will be drawn up with the Yard/Office Manager. A copy of this policy will be issued to all contractors used regularly, together with a copy of the Company's Rules for Contractors.

4.5 Discipline

All employees shall comply with the procedures and guidelines laid down by the Company and shall behave in such a manner that poses no threat or hazard to the environment.

Any deviation from the Company guidelines and procedures may result in disciplinary action being taken against the offending employee. In serious cases of misconduct which are likely to jeopardize or seriously affect the environment, then dismissal may result, in accordance with procedures laid down in the employee's Contract of Employment.

4.6 Emergency Precautions

Detailed emergency procedures will be maintained by site management. This will include spillages, fire and emissions.

Managers and supervisors will ensure that there are adequate fire-fighting appliances for their place of work and that they are in working order and have been inspected annually. Managers and supervisors will also ensure that they have adequate measures to prevent spillages leaving the site which will include methods to seal drains and absorbent materials to retain liquids. All employees must be made aware of the location of their nearest fire appliances and spill kits and there must be monthly inspections to ensure that these items are present. All employees will be made aware of the appropriate action to take in the event of an emergency.

4.7 Mobile Plant

All persons who are required to operate mobile plant at any Day Group depot will be properly trained to an approved standard. All drivers of mobile plant, except when training is being undertaken, will hold an industry-approved

certificate of competence. All plant operatives who are undergoing training will be directly observed at all times. Drivers must operate machinery in an environmental manner with no unnecessary revving of engines. All leaks and spillages to be reported immediately by operator to site management.

4.8 Environmental Daily Log

Site management is responsible for ensuring that an environmental daily log is maintained and that any significant issues are brought to the attention of the Operations/Production Director.

4.9 Noise/Emissions (including light, dust and fumes)

It is Day Group policy, that, wherever practicable, employees, members of the public, stakeholders and the environment are not exposed to noise or emissions wherever it is reasonably practicable to do so.

4.10 Working on Sites Outside the Group

The Day Group representative charged with the responsibility for the contract shall obtain a copy of all relevant rules and regulations for the site where work is to be undertaken. He will fully acquaint himself with site conditions and pass on relevant information to the workforce. He will also ensure that there are site provisions for welfare, first aid and fire precautions

All site operatives shall work within site rules, regulations and guidelines. They will behave in such a manner that they do not bring themselves or the Company into disrepute. All incidents will be reported to their manager or supervisor, who will inform the site manager.

4.11 Risk Assessments (Aspects and Impacts)

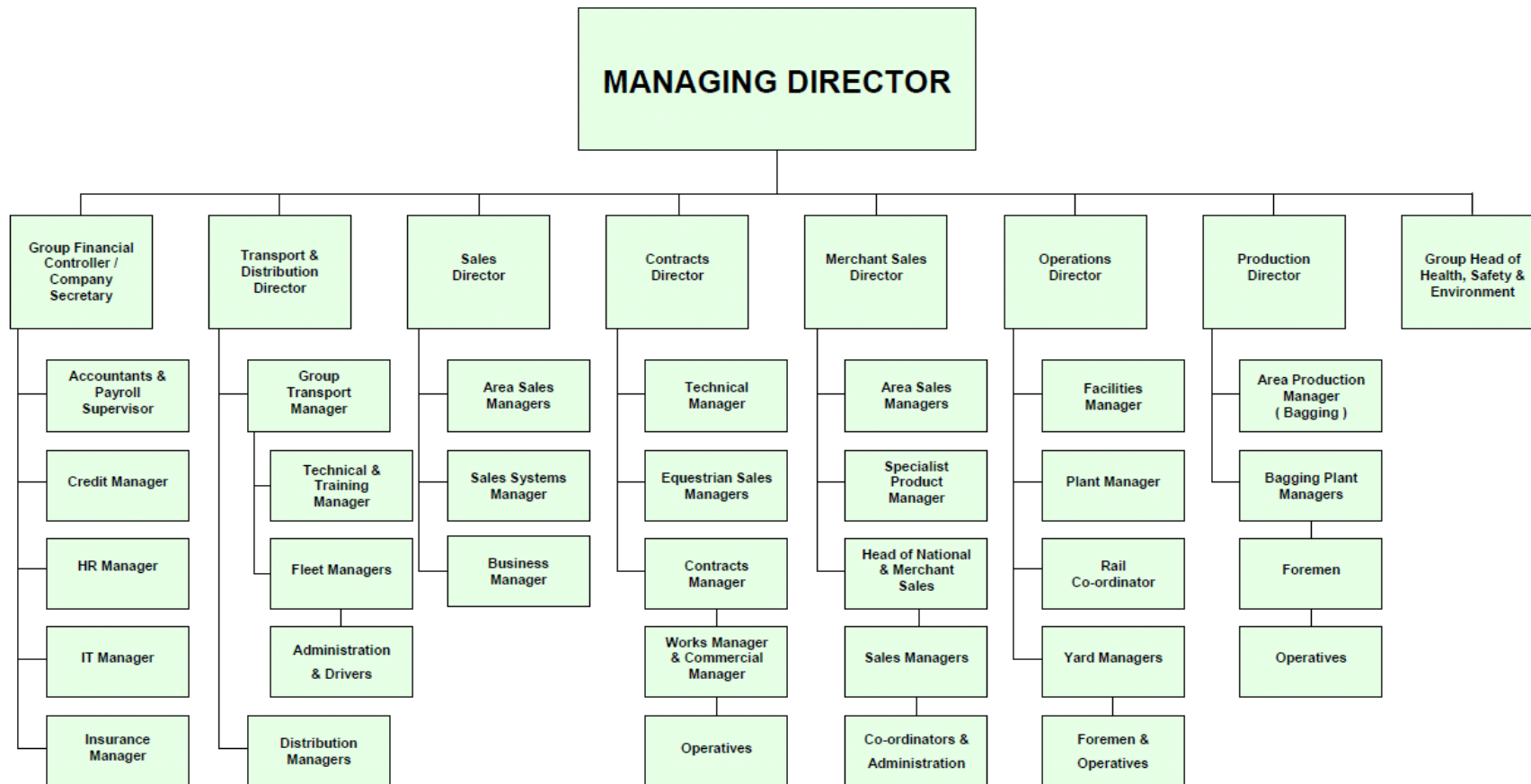
It is the responsibility of the Group Head of Health, Safety and Environment to assist all department heads to carry out and record risk assessments for all tasks and duties which may pose a threat or hazard to the environment.

All employees shall be informed of any relevant risk assessment, which may result from their work, and shall fully comply with guidelines laid down. Copies of all relevant risk assessments shall be kept at each depot with a full electronic copy being stored on the company server.

4.12 Waste Hierarchy

It is the responsibility of the line management to ensure that the waste hierarchy is followed with the top priority of preventing waste in the first place. When waste is created the priority will be to prepare it for re-use, then recycling, then other recovery such as energy recovery, and last of all disposal (for example landfill).

5. **COMPANY ENVIRONMENTAL ORGANISATIONAL CHART**



Policy Revision Dates

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