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**APEX MANAGEMENT SOLUTIONS  
LTD**

**EMS-14004 POLICY MANUAL  
CONTROLLED COPY**

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# **APEX MANAGEMENT SOLUTIONS LTD**

**Environmental Management Systems  
ISO-14001  
Policy Manual  
Controlled Copy**

**\*Commercial in confidence\***

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This publication establishes the basic Environmental Management System functions and policies of APEX MANAGEMENT SOLUTIONS LTD to ensure the required high quality of all programs.

The use of this publication at APEX MANAGEMENT SOLUTIONS LTD is hereby authorised.

Approved By:

Managing Director 

9/1/20  
Date

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### **Revision Policy**

The Environmental Policy Manual shall be revised to reflect any changes to APEX MANAGEMENT SOLUTIONS LTD Environmental Management System (EMS).

At the discretion of the Managing Director revisions, affected paragraphs shall be submitted to the Environmental Management System Management Team for their review. When a revision occurs, the Environmental Management System (EMS) Policy Manual shall be re-issued.

The Environmental Management Representative is responsible for the maintenance of the Environmental Management System (EMS) Policy Manual as described and for reviewing the manual annually.

Accepted revisions to the Environmental Management System (EMS) Policy Manual are recorded on the Revision Log per Document Control requirements.

The manual is distributed and maintained on a controlled-copy basis, with manual holders receiving copies of new or revised policies to document changes for reasons that include the following.

- The introduction of new legislation
- The introduction of significant new equipment or process changes.
- Changes relative to safety, criticality, or reliability characteristics.
- Significant changes in the organisational structure.

Revisions will be submitted when the above or the appropriate conditions dictate.









## Section X1 Definitions

### The Management Teams

The following "Teams" used in this manual are defined below:

Job Title	Name	
EMR	Stephen Henigan	
Deputy EMR		

### Continual improvement

Process of enhancing the environmental management system to achieve improvements in overall environmental performance in line with the organisations environmental policy.

### Environment

Surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, human's and their interrelations.

### Environmental aspect

Elements of an organisation's activities, products or services that can interact with the environment.

### Environmental impact

Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's activities, products or services.

### Environmental management system

The part of the overall management system that includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy.

### Environmental management system audit

A systemic and documented verification process of objectively obtaining and evaluating evidence to determine whether an organisation's environmental management system conforms to the environmental management system audit criteria set by the organisation, and for the communication of the results of this process to management.

### Environmental objective

Overall environmental goal, arising from the environmental policy, that an organisation sets itself to achieve, and which is quantified where practicable.

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**Environmental performance**

Measurable results of the environmental management system, related to an organisation's control of its environmental aspects, based on its environmental policy, objectives and targets.

**Environmental policy**

Statement by the organisation of its intentions and principles in relation to its overall environmental performance which provides a framework for action and for the setting of its environmental objectives and targets.

**Environmental target**

Detailed performance requirement quantified where practicable, applicable to the organisation or parts thereof, that arises from the environmental objectives and that needs to be set in order to achieve those objectives.

**Interested party**

Individual or group concerned with or affected by the environmental performance of an organisation.

**Organisation**

Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration.

**Prevention of pollution**

Use of processes, practices, materials or products that avoid, reduce or control pollution, which may include recycling, treatment, process changes, control mechanisms, efficient use of resources and material substitution.

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## **APEX MANAGEMENT SOLUTIONS LTD - Environmental Policy**

APEX MANAGEMENT SOLUTIONS LTD is a leading UK provider of security services in the commercial, industrial and retail sectors. We seek to minimize the impact of our operations on the environment by the pursuit of good business practices and by fulfilling our legal obligations.

Our strategic objective is to provide a coherent framework of good environmental practice within each of our operating sites. Our Environmental Management System is documented, implemented and maintained and communicated to all employees. Where we are operating on client sites we will work with their Environmental Management Representative in achieving shared goals and objectives in line with the client's own systems.

APEX MANAGEMENT SOLUTIONS LTD pledges to implement and operate the ISO-14001 Environmental Management System to further enhance environmental performance. Our main operational objectives and commitments are to:

- **Understanding each sites legal obligations and ensure compliance.**
- **Design and implement environmental management systems to enable the reduction, reuse and recycling of general waste and packaging materials.**
- **Help our clients to improve energy efficiency and reduce energy waste**
- **Take all measures to prevent pollution.**
- **We are committed to the process of continual improvement.**
- **We are committed to meet or exceed relevant environmental legislation, regulations and other requirement**

This policy will be communicated to all parties interested in the performance of our environmental management system, including the public.

Approved By Managing Director



Date: 9/1/2020

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## 1.0 Purpose

This manual defines the scope of the APEX MANAGEMENT SOLUTIONS LTD Environmental Management System (EMS) and provides a linkage of system documents to the various elements of the ISO 14001 standard.

The principal elements of the system described in this manual are:

- Environmental Policy
- Environmental Aspects
- Legal and Other Requirements
- Environmental Objectives and Targets
- Environmental Management Programs
- Organisational Structure and Responsibility
- Training, Awareness and Competence
- Communication
- Document Control
- Operational Control
- Emergency Preparedness and Response
- Monitoring and Measurement
- Nonconformance and Corrective and Preventive Action
- Records
- Environmental Management System Audit
- Management Review

Our EMS consists of set procedures and instructions defined in the Environmental Management Systems Manual, which cover each of the business functions to operational quality process level, and includes a range of external and internal factors that have an effect on interested parties and business as a whole (examples detailed below and reviewed during our management review)

### Interested parties

**Clients** – Evaluated through Customer feedback, Client Meetings, Incidents Reports

**Staff** – Evaluated Through Staff Feedback, Staff Appraisals, Supervisor visits & Site Audits

**Police** – Evaluated through monitoring police announcements on social media & Police Feedback

**Councils** – Evaluated through Social Media, Council public announcements & tender spec

**Suppliers** – Evaluated through supplier evaluation process & approved supplier process

**Subcontractors** – Not used

**Local community** – Evaluated through Third penetration visits and social media monitoring

**SIA** – Evaluated through SIA ACS application, SIA Website & Official announcements

### Factors

There are a number of factors that will have a direct effect on the organisation both internal and external. These have been reviewed and detailed within the management system including and

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not exclusive to the Risk Register, SWOT Analysis, Business Continuity plan, Environmental Review

### **Internal Factors**

**Staff Absence**  
**Resources requirements**  
**Staff requirements**  
**Financial status of the company**  
**Personal issues**

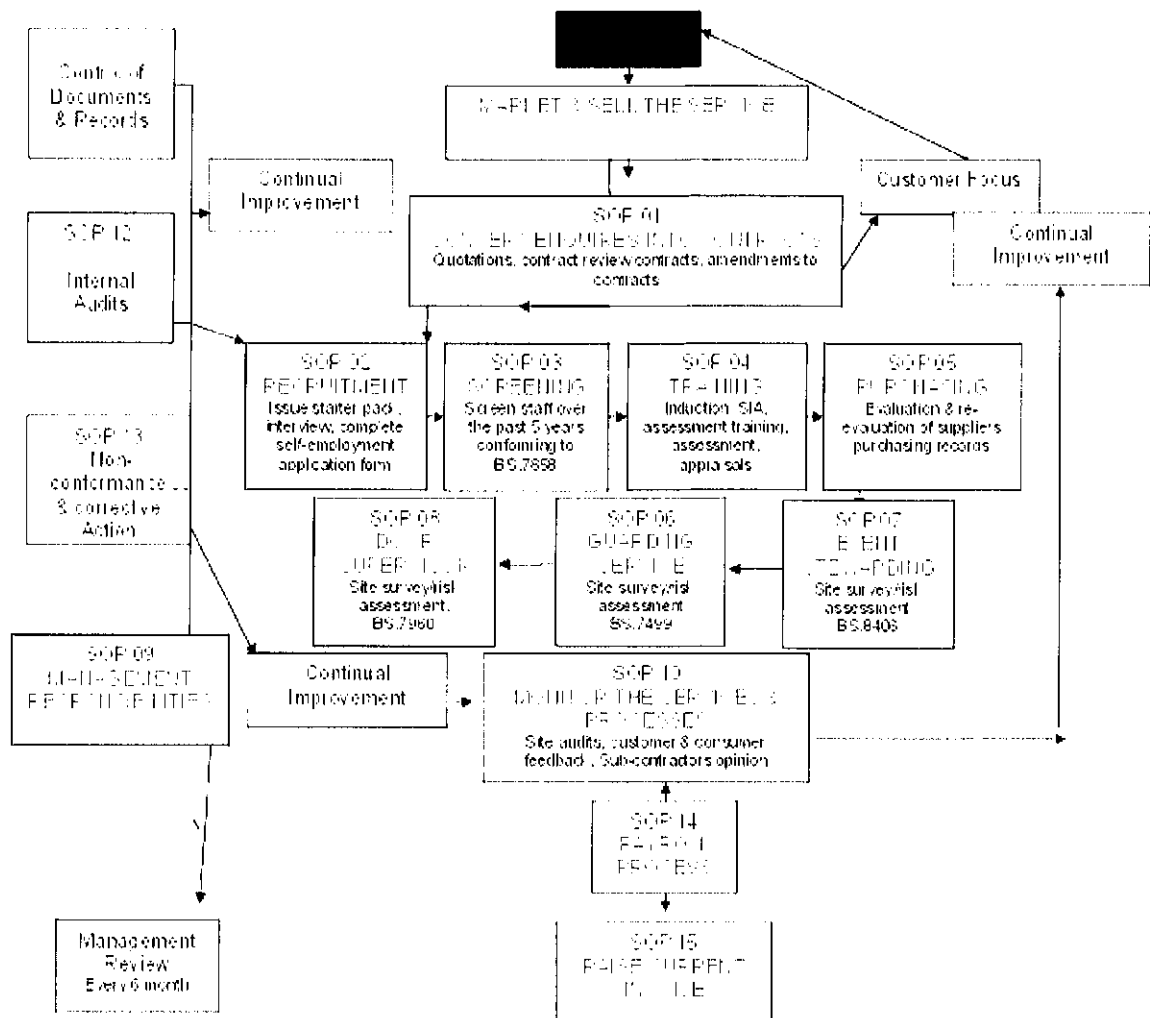
### **External Factor**

**Regeneration and development work in the area**  
**Crime Rate**  
**Economy**  
**Laws & Legislation**  
**Competition Saturation**  
**Elections**  
**Events**

## **2.0 Scope**

**The provision of security services in accordance with ISO 9001:2015 for the provision of security screened, security guards, door supervisors, keyholding services and CCTV monitoring.**

SCP - Standard Operating Procedure



### 3.0 Issue and Update

The control of this manual is in accordance with APEX MANAGEMENT SOLUTIONS LTD environmental procedure **CP-02** Environmental Document Control. All copies of this manual not marked "CONTROLLED DOCUMENT" are uncontrolled and should be used for reference purposes only.

Amendments to this manual will be issued by the Environmental Management Representative.

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#### **4.0 Environmental Policy**

APEX MANAGEMENT SOLUTIONS LTD Environmental Policy (Policy EMP-1) is endorsed by the Managing Director. The policy covers all aspects of the business. The policy includes a commitment to continual improvement and prevention of pollution, as well as a commitment to meet or exceed relevant environmental legislation, regulations and other requirements. The policy will be reviewed annually by the top management, communicated to all persons working on behalf of the organization and made available to the public in accordance with the Environmental Communication procedure

##### **Applicable Procedures:**

EMS-P-010 Environmental Communications

#### **5.0 Environmental Aspects**

The EMS Team identifies the environmental aspects of its activities, products and services within the defined scope of the EMS which the facility can control and it can influence taking into account planned or new development, or new or modified activities, products and services and over which it may be expected to have an influence, and determines which of those aspects are considered significant.

We ensure that significant environmental aspects are taken into account in establishing, implementing and maintaining this environmental management system.

Discussions regarding significance are recorded in EMS team meeting minutes. These aspects are reviewed at least semi-annually by the EMS Team or when there is a new or changed process or activity in the facility.

The Environmental Management Representative maintains EMS Team minutes and other records. A list of the aspects by area and department is addressed in EMS-P-002- Aspects, Objectives & Targets.

##### **Applicable Procedures**

EMS-P-002 Environmental Aspects, Objectives and Targets and Management Programs

EMS-P-008 Environmental Review of Projects

#### **6.0 Legal and Other Requirements**

APEX MANAGEMENT SOLUTIONS LTD has established an environmental procedure for the purpose of identifying, accessing, determining how they apply

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to its environmental aspects and communicating legal and other requirements that are applicable to the facility.

Additional information is also available through legal publications. Local regulations are identified, accessed and communicated by the Environmental Management Representative. At least annually the Environmental Management Representative will review the most current national, regional, provincial, state and local legal and other requirements as applicable to APEX MANAGEMENT SOLUTIONS LTD.

**Applicable Procedures**

EMS-P-007 Environmental Regulations and Other Requirements

**7.0 Environmental Objectives and Targets**

The EMS Team has developed objectives and targets for each significant environmental aspect. These objectives and targets define:

1. the performance objectives (Investigate/Study, Control/Maintain, or Improve) for each significant environmental aspect;
2. the specific, quantified targets which define those performance objectives and
3. the planned deadlines for the achievement of those targets.
4. assigning responsibilities for achieving objectives and targets at relevant functions throughout the organisation.
5. Legal and other requirements are considered

Objectives and targets are developed considering significant environmental aspects, technology options and financial, operational and business plans, And the views of interested parties, with the goal of continual improvement.

**Applicable Procedures**

EMS-P-002 Environmental Aspects, Objectives and Targets, and Management Programs.

EMS-P-008 Environmental Review of Programs

**8.0 Environmental Management Program**

The EMS Team establishes environmental management programs and assigns responsibility for (EMPs) at relevant functions and levels throughout our organisation as a means for achieving objectives and targets. These programs define the principle actions to be taken, those responsible for undertaking those actions and the scheduled times for their implementation. The EMPs are developed by the EMS Team and approved by the Managing Director.



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### **Applicable Procedures**

EMS-P-002 Environmental Aspects, Objectives and Targets, and programs.

EMS-P-008 Environmental Review of Projects.

## **9.0 Resources, Roles, Responsibility and Authority**

Environmental management systems roles, responsibilities, authorities and authority are defined at relevant functions and levels within the organisation. The EMS Team assures that the resources essential to the implementation and control of the environmental management system are available, including:

- Training
- Human Resources
- Specialty Services
- Financial Resources
- Technical Services
- Informational Services

The organisation's top management has appointed specific management representative(s) who, irrespective of other responsibilities, has have defined roles, responsibilities and authority for:

- Ensuring the environmental management system requirements are established, implemented and maintained in accordance with this international standard;
- Reporting on the performance of the environmental management system to top management for review and as a basis for improvement of the environmental management system.

An EMS Team provides routine EMS support, and reports directly to the Environmental Management Representative. Documentation, which describes various positions, is included in our organisational chart – Structure & Responsibilities.

### **Applicable Documents**

organisational chart

## **10. Competence, Training and Awareness**

APEX MANAGEMENT SOLUTIONS LTD, ensures that all persons performing tasks on its behalf that have the potential to cause a significant environmental impact(s) are identified by the Environmental Management System Team (EMT) are competent on the basis of appropriate education, training and experience. . Competency is determined by the employee's supervisor as specified in EMS-P-014. An environmental training plan is in Appendix F – Training Matrix.

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The EMS team has an environmental procedure to train employees at each relevant function and level so they are aware of the environmental policy, significant environmental aspects, their role and responsibilities in achieving conformance with the policy and procedures, and with the requirements of the Environmental Management System.

The training coordinator is responsible for maintaining employee-training records. Appropriate records are monitored and reviewed on a scheduled basis.

**Applicable Procedures**

EMS-P-014 Environmental Training and Awareness

**11.0 Communication**

APEX MANAGEMENT SOLUTIONS LTD, has established and will maintain a procedure for internal communications regarding environmental aspects and the Environmental Management System and receiving, documenting and responding to relevant communication from external interested parties.

We also have established a procedure to determine and document whether we will communicate externally about our significant environmental aspects using EMS-P-010 Environmental Communications, this procedure also covers the method we will use if the decision is to communicate.

**Applicable Procedures**

EMS-P-010 Environmental Communications

**12.0 Documentation**

This manual identifies all documents relevant to the Environmental Management System. A copy of Environmental Management System documents, other than visual aids and records, can be obtained from the Environmental Management Representative or designee. System procedures and forms are provided in Appendix I – List of documents

Environmental management system documentation includes:

- Environmental policy (this manual)
- Objectives and targets (EMS-P-002)
- Description of scope of environmental management system (this manual)
- Main elements of EMS and associated documents (this manual)
- All Documents, including records, required by ISO-14001:2015 and the EMS (List of documents)

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### 13.0 Document Control

APEX MANAGEMENT SOLUTIONS LTD has established an environmental procedure for controlling all documents related to the environmental system. This procedure describes where documents can be located and how and when they are reviewed.

The procedure provides for the approval for adequacy prior to release, review and updating as required and re-approval, that changes recorded and ensures that current versions are available and that obsolete documents are promptly removed from use or are suitably identified, they are available at point of use and they remain legible and readily identifiable.

Ensure that documents from external origin that are determined by the organisation to be required for the planning and operation of the EMS are identified and their distribution controlled. Prevents the unintended use of obsolete documents and have suitable identification to them if they are retained for any purpose.

Controlled documents are obtainable from the Environmental Management Representative or designee.

A list of controlled documents is provided in **CP 01a** – List of documents

#### Applicable Procedures

EMS-P-001 Formatting Environmental Procedures, Work Instructions and Forms  
EMS-P-012 Environmental Document Control

### 14. Operation Control

The EMS Team is responsible for identifying operations and activities associated with significant environmental aspects consist with our Environmental Policy, objectives and targets that require operational; control in procedures, work practices or environmental management programs.

These documents define the mechanisms for the establishment, implementation and maintenance of the Environmental Management System and ensure that the system is maintained in accordance with the environmental policy and objectives and targets and is communicated to employees, suppliers and contractors.

- **System procedures:** Cover the management and control of both the Environmental Management System and the principle environmental aspects, which the system manages. These procedures are facility-wide in their application.
- **Work Practices:** Cover the environmental control of specific operational activities and they are usually activity specific in their application.

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**Applicable Procedures**

EMS-P-016 Operational Control

**15. Emergency Preparedness and Response**

APEX MANAGEMENT SOLUTIONS LTD has an environmental procedure to identify the potential for and how to respond to accidents and emergency situations and for preventing and mitigating the environmental impacts that may be associated with them.

Emergency methods are reviewed by the EMS Team on an annual basis and after the occurrence of accidents or emergency situations.

**Applicable Procedures**

EMS-P-006 Emergency Preparedness and Response

**16.0 Monitoring and Measurement**

APEX MANAGEMENT SOLUTIONS LTD has established an environmental procedure to monitor and measure the key characteristics of its operation and activities that can have a significant impact on the environment. Including the documenting of information to monitor performance, applicable operational controls and conformity with the organisations objectives and targets.

This procedure includes calibration (where applicable) and maintenance requirements and ensures that records will be retained.

APEX MANAGEMENT SOLUTIONS LTD has established an Environmental Regulatory Compliance program. Procedure EMS-P-003 outlines the requirements of the program to periodically review regulatory compliance and report results to management on a yearly basis.

**Applicable Procedures**

EMS-P-003 Environmental Management System and Regulatory Compliance Audits

EMS-P-015 Monitoring and Measurement

EMS-P-016 Operational Control

**17.0 Evaluation of Compliance**

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APEX MANAGEMENT SOLUTIONS LTD has an environmental procedure for periodically evaluating compliance with applicable legal requirements and other requirements to which it subscribes.

Records shall be maintained.

**Applicable Procedures**

EMS-P-007 Legal and Other Requirements

**18.0 Nonconformance and Corrective and Preventive Actions**

APEX MANAGEMENT SOLUTIONS LTD has an environmental procedure for defining responsibility and authority for handling and investigating nonconformance, for taking actions to mitigate impacts, and for initiating and completing corrective and preventive action. **EMS- CP- 05**

Any changes in procedures resulting from corrective and preventive actions are implemented and recorded. The EMS management representative maintains these records.

**Applicable Procedures**

**EMS-CP-03** Nonconformance and Corrective and Preventive Actions

**19.0 Records**

APEX MANAGEMENT SOLUTIONS LTD shall establish and maintain records as necessary to demonstrate conformity to the requirements of our environmental management system and ISO-14001 and the results achieved.

We have an environmental procedure for the identification, storage, protection, retention and disposal of environmental records. Some of these records include:

- Environmental aspects, significant aspects
- Targets, objectives and programs
- Training Records
- Results of Internal Audits
- Results of Management Reviews

They are readily retrievable and protected against damage, deterioration and loss. The areas and departments maintain their own environmental records. Records and documents retention is also specified in the procedure. A list of relevant records is provided in **CP 01a** –List of Documents

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**Applicable Procedures**

**EMS-CP-2** Records

**EMS-CP2a** Index of Environmental Records

**20.0 Environmental Management System Audit**

Periodic system audits are conducted to ensure that the environmental management system has been properly implemented and maintained. Procedures covers: assigning responsibilities and requirements for planning and conducting audits, reporting the results of audits and retaining records, determination of audit criteria, scope and frequency and methods.

Audits shall determine:

- Conformance to the arrangements for environmental management including the requirement of ISO-14001
- The EMS has been properly implemented and maintained

The results of these audits are provided to management. Audits are performed according to a schedule, which is based in the environmental importance of the activity, the results of the last audit and the audit schedule.

The selection of auditors and conduct of audits shall ensure objectivity and impartiality of the audit process and auditors are trained and records are kept with the EMS management representative.

**Applicable Procedures**

**EMS-CP-04** Environmental Management System and Regulatory Compliance Audits

**21.0 Management Review**

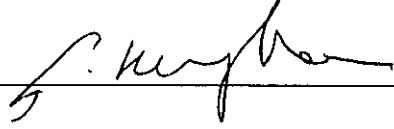
E MS Team reviews all elements of the Environmental Management System annually to ensure its continuing suitability, adequacy and effectiveness. Meeting minutes record these reviews and are kept by the EMSR or designee.

**Applicable Procedures**

**EMS-** Environmental Management System Management Review

**REVIEWED 20/11/2017 BY ENVIRONMENTAL MANAGEMENT REPRESENTATIVE**

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