

## **Clement Windows Group Environmental Policy**

Clement Windows Group is committed to all areas of sustainability.

Clement Windows Group acknowledges its activities have an impact on the environment. The Company aims, therefore, to adopt best practice according to the principles of sustainable development (ie development that meets the needs of the present without compromising the ability of future generations to meet their own needs) and commits to:

- Create sustainable products manufactured where possible from recycled source material.
- Integrate environmental management into each aspect of our day to day business operation to ensure environmental issues are addressed.
- Comply with environmental legislation and best practice.
- Seek to reduce wastage of resources such as energy, water and raw materials, and maximise the efficient use of such resources, reusing and recycling rather than disposing of such materials.
- Ensure all employees have an understanding and are trained in their responsibilities in relation to the environmental policy and procedures.
- Monitor Company activities on a regular basis to identify strengths and areas for improvement where actions may be required.
- Review Company environmental impacts on a regular basis.

Clement's factory is certified to ISO 9001, the International Standard for Quality Management Systems first published in 1987 and manufacturing is carried out in accordance with an Environmental Management System which is certified by TUV to ISO 14001:2015. For the ISO 14001 certificate, auditors check the records of waste transferred.

Any company receiving waste or producing waste must register and in order to register as a waste collector, the factory needs to show the relevant permit from the local authority (attached). For recycling or waste collection, only registered companies can be dealt with.

In order to meet the commitment to minimising environmental impacts, the Company will:

- Ensure all employees are trained and competent in the tasks they undertake on behalf of the Company and ensure training records are held. Training will be provided initially during induction and as required thereafter. Further training will be required should the scope of works undertaken by the Company change and/or following monitoring of the environmental procedures for continual improvement.
- Ensure all employees understand the requirements of this Environmental Policy and abide with the requirements of the Company's environmental procedures.
- Constantly monitor its environmental performance, including during site visits, and implement improvements when appropriate.
- Ensure all subcontractors/suppliers working on our behalf hold appropriate environmental permits/licenses.
- Regularly review this Environmental Policy in order to ensure its continuing suitability.

- Provide information to individuals regarding monitoring of the Company's environmental procedures.
- Provide copies of this Environmental Policy to all employees.

## Recycled Steel

Steel windows are high quality, long-lasting products.

The steel used in Clement's windows, doors and screens comes from Montanstahl in Switzerland. Montanstahl is committed to sourcing its raw material at prestigious European mills that comply with high levels of recycling and where profiles in the form of hot rolled steel billets are manufactured this is with a very high amount of recycled scrap metal (typically around 98%).

Recycled steel forms a sizeable proportion of the steel used to make Clement Conservation Rooflights too. This is currently being looked at by the Company with the intention of improving the overall proportion of recycled steel so that it is at similar levels to that of our other products.

The majority of the steel included in Clement's products can be recycled or repurposed again.

Clement also manufactures and installs Jansen systems. Jansen takes corporate responsibility to minimise emissions: steel is sourced from European suppliers, smelting increasingly takes place in furnaces powered by green electricity and transport routes are kept to a minimum. Currently, there is a minimum of 23% recycled steel in all Jansen series. It is possible the percentage is greater than this, but not all Jansen suppliers are able to give a breakdown of the mix. Jansen is the only steel system manufacturer to offer Environmental Product Declarations (EPDs) for windows and doors which are verified by both the Institute for Building and Environment (IBD) and Aveco de Bondt.

Clement is a partner to the AGC/Panasonic joint venture on FINEO. The materials used in the FINEO vacuum insulating glass are environmentally friendly, lead-free and 100% recyclable.

## Waste Recycling

Waste from our UK site is recycled via specialist contractors with the vast majority being diverted from landfill.

These are some of the materials recycled and what happens to them:

- Wood - unmanufactured timber (eg pallets) is chipped and sent to fuel power stations
- Paper and card - waste paper and card is recycled into new cardboard for boxes and dirty paper goes to make the outer covering for new plasterboard
- Metals - magnetic metals are separated out by a sorter, the rest is picked out by hand and then sent to be recycled locally. Scrap metal is sent to metal recyclers to make more metal products.
- Glass - all glass is crushed into aggregates and sent for reprocessing.

- Plastics - plastics are baled and sent to a specialist recovery operation where they are sorted, separated, cleaned and granulated for direct reuse in the plastic manufacturing industry

Our factory in Poland cooperates with Eko-Przyszłość to collect our segregated waste (paper and card, plastics, fine and packaging glass) and with S C Wiórex, which has the required authorisation to buy/sell scrap metal.

## Office policies

Delivery of products from our factory in Poland is by road.

We currently operate a fleet of diesel vehicles for our installations and the vehicles run with the addition of Ad Blue to reduce emissions. Our vans are compliant with the Ultra Low Emission Zone rules.

In future we will be looking at electric/hybrid alternatives which are able to provide the strength and space needed to transport product and workforce.

What we do:

- Register the companies with the environment agency for waste transfer
- Update staff on company policy
- Provide Toolbox talks on waste management and reduction
- Log waste transfer notes for all of the waste disposal with registered subcontractors
- Ensure the company meets its statutory obligations

Employees are encouraged to:

- Minimise waste
- Turn off the lights
- Turn down the thermostat
- Shut down computers and turn off the photocopier/printers at the end of the day
- Only print when absolutely necessary
- Recycle wherever possible - we have general waste, food waste and recycling bins
- Use reusable cups instead of single use plastic cups
- Use public transport if possible or walk/cycle to work