


Business Management System	
Document Reference EMS007	
Title – EMS007 EMS Policy Summary	
Version: v1.1 29.07.13	Maintech Power Companies

EMS007 EMS Policy Summary

This policy has been implemented primarily to manage our impact on the environment, which in turn will help us meet our clients expectations and meet the criteria required of us when applying for large tenders. As a company it will ensure our business practices are documented, improving and auditable. Our overall aim is to continually review and reduce our impact on the environment and achieve further accreditation in every aspect of our business.

All the EMS documents are hosted on Google Drive in .pdf format. They can be accessed online by all staff using the site intranet from PC's or mobile phones / tablets. Backups are carried out by Google as is security and access restrictions. Files can only be edited by members of the Senior Management Team.

Our policy is implemented by all employees. Our commitment involves:

- Remain committed to leadership in protecting the environment. Our objective is to reduce and eliminate whenever possible waste and emissions. We will work to minimize adverse impact to the air, water, and land through pollution prevention and energy conservation
- Carefully monitoring scrap materials in accordance with quality procedures
- Making sure energy use is monitored through a programme of improvement to ensure maximum efficiency
- Considering the locality in which the materials are sourced in relation to their end use location and ensuring we have successfully encompassed BREEAM schemes on major projects
- Monitoring fuel use and maintaining plant to enable fuel efficiency
- Training employees and raising awareness with procedures and responsibilities
- Ensuring activities are carried out with minimal impact on local communities and not creating a nuisance to our neighbours
- Carefully vetting our suppliers to ensure their commitment and standards are equal to ours
- Continually strive to improve and review objective and targets annually
- Ensure our policy meets the current legislation and industry best practices

Scope of Services

Maintech Power companies services include:


- Installation and Maintenance of High Voltage Transformers
- Installation of associated cabling and containment on electrical infrastructure
- Jointing and connecting of cabling
- Installation of low carbon and renewable technologies (electrical)

This policy is built around the implementation of these services

Policy Summary

To achieve and maintain compliance with ISO14001 our EMS policy was created by the senior management team. Overall responsibility for implementing the Environment Policy of all Maintech Power Companies rests with Richard Jupp, Managing Director. All Directors and staff will have specific duties/responsibilities allocated to them.

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These responsibility includes:

- the provision of sufficient resources and training for fully implementing the general policy
- ensuring that all employees are fully aware of their responsibilities under the Current legislation and that these responsibilities are fulfilled.
- ensuring that Maintech fully complies with all the requirements of environmental and waste management legislation.
- ensuring that the arrangements made for environmental and waste management awareness and for securing the effectiveness of the general policy are fully implemented.
- monitoring the effectiveness of the general policy and revising the policy when required


Procedures are in place for the senior management team to review and audit each component of our EMS to ensure that implementation, compliance targets are being met. These audits are minuted in the management meeting minutes, detailing any changes tasked and timescales. Should an exceptional occurrence take place, and intermediate review will be carried out.

Full EMS review	Annually. The review procedure is detailed in document EMS003
Aspects and Impacts	Annually - Maintech store their Aspect and Impacts register on the Groundwork Legislation Legislation web site. Review procedure is detailed in document EMS024
Legal Compliance	6 monthly – Maintech subscribe to the Groundwork Legislation Update Service and receive monthly updates on all relevant environmental and Health & Safety legislation. The review procedure is detailed in document EMS025
Targets & Goals	Quarterly review of targets and goals, review procedure is detailed in document EMS026
Waste Streams	Quarterly review of consignment notes and compliance to EMS012 Waste Register Carriers. The review procedure is detailed in document EMS027
Emergency Procedures	6 monthly – Test EMS003 and EGMS006 Oil spill and leak procedures. EMS0014 and EMS0015 Fire and Flood Procedures and EMS018 Accident-Pollution Incident Management Plan

Policy Objective

Within our business activities we will endeavour to set an example of responsible Environmental Management and conservation, including active re-cycling of materials wherever practical. The company will comply with all the relevant legislation and adhere to the principles of the prevention of pollution

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during design and operational performance. Arrangements to achieve these targets include the following:-

- Awareness and use of appropriate technology for the conservation of energy.
- The use of materials from sustainable and responsibly managed sources, which do not necessarily pollute or deplete the worlds natural resources.
- A purchasing procedure taking into account environmental impacts.
- Minimise the use of non-sustainable natural resources.
- Minimise waste through an effective waste management system.

Environmental standards & management

We are establishing an environmental Management system complying with the international standard ISO 14001. This includes systems to assess the environmental impact of our operations and the provisions of appropriate levels of training and information to support our environmental aims and objectives. We will encourage each and every employee within the company to follow our example, to take a personal responsibility for environmental protection and enhancement within their own sphere of responsibility to standards that are commensurate with the high standards set by the company. We will work with our subcontractors and suppliers to improve their environmental performance. We require our directors and senior managers to promote a culture of environmental management improvement in all parts of the business.

Environmental review

The application of this policy and the effectiveness of the environment management system will be reviewed by the senior group management at least once in each calendar year or on significant change in the company's operations. The review may include consultation with representatives of our stakeholders. Copies of this statement of policy will be made available to all employees and to all other interested parties.

General


The Director responsible has/will:

- produced an impact register detailing impact of all Company activities
- produced an action plan for reducing identified impacts which shall be prioritised in line with the defined hierarchy
- set departmental and individual targets as required
- communicated with all employees
- conduct regular reviews of performance and report to management meeting
- liaise with clients and suppliers to achieve continual improvement

Education

Prepare and deliver team briefings to include:

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- hierarchy of waste management disposal
- benefits of efficiency
- pre-contract site specific requirements
- learning points

Training

Ensure all employees are suitably trained in activities in which they are involved ensure all employees are trained in the Company procedures / arrangements / responsibilities to comply with these objectives.

Training records are kept with copies of certificates

Discipline

Employees will be disciplined in accordance with the procedure laid down in their Employment Handbook for any breach of Health, Safety, Environmental and Sustainability policy requirements.

Management Review

Senior Management shall review the organisations EMS at planned intervals to ensure it remains suitable, adequate and effective. These are detailed in document EMS032 EMS Auditing Schedule. Reviews have specific procedures assigned to them and shall include the assessment of opportunities for improvement in the policy, objectives and targets.

The management review will include:

- Results of internal audits
- Communications from external parties
- Performance against targets (EMS026)
- Review of praise/complaints (EMS008)
- Review of any accidents/incidents (EMS009)
- Status of corrective and preventative actions
- Changes in legislation and areas of operation (EMS025)
- Recommendations for improvement

The outputs from these review meetings shall include any decisions and actions related to possible changes consistent with our commitment to continual improvement, including time scales and who is responsible

Document Control

All documents relating to the Environmental Management System will be stored within Google File Server. Editing rights will be restricted to those authorised by the responsible Director and any amendments will be logged and recorded with appropriate version numbers as per the Company Document Review Process EMS028

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