



Environmental Policy

Version 6 October 2022

General statement of policy

The purpose of the policy is to outline and highlight Lapp Ltd approach to environmental management, demonstrating our commitment to continuously seeking to improve the company's environmental performance. Lapp Ltd supports a positive environmental culture throughout our company by actively promoting best practice whilst encourage unified involvement throughout the staff.

Lapp Ltd recognises the compliance with relevant environmental legislation and approved codes of practice to be the minimum standard.

The continued education and training of employees in the environmental issues and the effects of their working practices on these are fundamental to achieving the company's goals. These goals are set out by our worldwide environmental management team implementing systems allowing for sustainable development and support of our ISO 50001 program. Additionally, Lapp worldwide are in the process of obtaining ISO 14001 on all its locations.

Our aims are to:

- Reduce wastage by raising awareness amongst staff at all levels in the environmental effects of our activities, encouraging participation through education and training.
- Demonstrate our commitment to best practice by using contractors and suppliers whose environmental policies reflect the same standard expected by Lapp Ltd.
- To seek value for money
- Encourage continued improvement
- Monitor current policies and review for future development.
- Review the policy annually

Lapp Limited Management Team

Responsible Manager

Denzil Cameron

Job title: Operational Manager



Date updated 10/10/2022

Next review date: June 2023

Previous reviews: Dec 2020

(Review and ISO 50001 inclusion) Dec 2019

Revision change Oct 2018

Dec 2017

Annually 2016 - 2011

Organization & arrangements

The following organization and arrangements apply to:

Lapp Limited, Unit 3 Perivale Park, Horsenden Lane South, Greenford, UB6 7RL

Lapp UK & Eire, unit 13 Ardavan Business Park, Ardavan, Co. Wexford, Y35 FW5D, Eire

Assigned Responsibilities

| | |
|----------------------------------|-------------------------------|
| Environmental Management System | Operational Manager |
| Purchasing Paper | Purchasing team |
| Waste Management | Warehouse Manager |
| Recycling Schemes | Warehouse Manager |
| Energy Management | Energy Manager (Opps Manager) |
| Transport | Warehouse Manager |
| Water Management | Energy Manager (Opps Manager) |
| Environmental reporting in house | Energy Manager (Opps Manager) |

Paper

- Use paper from sustainable sources'
- Double sided printing or reuse is encouraged
- Avoid hard copies by encouraging clients to receive manuals/ confirmations/ invoices electronically
- Cancel junk mail/unwanted publications to use amount of waste to be collected
- Encourage staff not to print out emails.
- Fax machine is electronic: no paper is used in this process, PDF to Email
- Reduce confidential waste by shredding on site and recycling or PC based archive
- Promote the recycling scheme to staff
- Paperless warehouse by end of 2023. (Revised deadline due to SAP upgrade)

Waste

- Reduce waste generation and maximize the re-use and recycling of waste material in its operations.
- Encourage our suppliers to minimize and recycle their own waste (ISO 140001 encouraged)
- Ask suppliers to take excess packaging away with them when they deliver
- Avoid using disposable catering products
- Review contracts affecting all supplies annually
- IT department recycles redundant IT equipment where possible
- Special waste disposal procedures are in place for sanitary waste, fluorescent tubes (lighting) and ink cartridges.
- Ensure we have “duty of care” and “waste transfer” documentation from certified contractors covering all waste collection

Recycling

- We support the recycling process by purchasing recycled paper products.
- Materials currently recycled include paper, plastic, wood.
- Toner cartridges and all WEEE.
- Senior management are committed to recycling and promote the above practices.
- Liaise with other local tenants to make the collection of recyclables more economical.
- Provide separate bins for cans and glass once site organized to do so.
- Arrange for mobile phones and their batteries to be recycled
- All WEEE equipment is collected by authorized contractors only and disposed of or redistributed.

Water

- Lapp continually seek to reduce unnecessary consumption of water in its buildings
- To encourage others to reduce the unnecessary use of water and ensure all taps fully turned off and maintained.

Energy

- Liaise with Lapp HQ in Stuttgart to maintain ISO 50001 systems to ensure positive energy efficiency throughout the Lapp group performing various audits and the implementation of our internal energy improvement plan.
- Promote the efficient use of energy and we operate a full “power down” policy overnight on all appropriate equipment including all PC’s.
- Turn of heating in unoccupied rooms
- Turn off lights in unoccupied rooms
- Make sure windows and closed when using heating
- Installed a timer controlled air-conditioning system to provide both hot and cold air.
- Constant updating of hardware and equipment to become more energy efficient where budget allows e.g., computer monitors/ thin clients. Currently Lapp are 50% through LED lamp replacement program.

Transport and travel

- To reduce the impact of vehicular usage by promoting a sustainable alternative and encourage environmentally friendly clauses within the car policy.
- Long term fleet replacement with hybrid and electric cars
- Consolidation of shipments where possible
- Working with responsible suppliers in this area with a view to reducing their environmental impact.
- Promotion and use of web services for meetings and in house use of Teams to avoid unnecessary travel

Environmental reporting

- Energy Manager to liaise with appropriate management to voice the company's commitment to the environmental issue and maintain our ISO 50001 and work towards 14001.
- Energy usage graphs and tracking systems are in place.

Purchasing

- Investigate environmentally acceptable alternatives, and whenever practical, purchase products and services for our own operations that have minimal impact on the environment.
- Insist on compliance to ISO 140001 for production plants

Pollution

- Seek to minimize all forms of pollution, including noise and light, generated through its activities.

Environmental Health

- Ensure that so far as is practical, the working environment is safe and without risk to health and welfare of its employees

Information

The Green Office Manual by Waste Buster Ltd ISBN 1853836796
Green Efficiency (GG256) – Environmental Agency
ISO 14001 – British Standards Institute
ISO 50001 – British Standards Institute (U.I.Lapp support in operation)