



V1.2

## Environmental Policy





# Introduction

The Directors and all who work at Hive Cleaning Ltd (the Company) are committed to respecting the environment and the continual improvement of our environmental management system (EMS) to the standards of ISO 14001.

We are committed to exceed market expectations across all sustainability and environmental issues and go far beyond legal compliance to pro-actively reduce our impact on the world around us. This document outlines our aims, objectives and what we do to achieve success.



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Preserving the planet and the world around us for future generations should be at the forefront of every business. At Hive, it's built into the fabric of everything we do.

# Policy Statement

Hive Cleaning Ltd is committed to providing unparalleled standards and quality of service to all of its customers. We believe that this must be done in a way, which protects and enhances the environment. We must minimise adverse environmental effects arising from our business activities and promote a positive attitude to the conservation and enhancement of all aspects of our environment. Environmental factors will be taken into consideration in all business planning and decision making.

The Company is committed to the following:

- Operation of an effective Environmental Management System (EMS)
- Remaining an aerosol free organisation
- Reducing water consumption and chemical use
- Minimising the emission into the environment of any hazardous materials
- Reducing electrical consumption
- Operate responsible zero to landfill waste disposal and effective recycling
- Bias for purchasing recycled materials and closed loop recycled materials
- Operating a 100% electrically powered fleet
- Ensuring green procurement through our supply chain
- Promoting this policy and our green philosophy to our customers
- Ensure all Hive employees are aware of their roles within this policy



# Aims & Responsibilities

This document is the Environmental Policy of Hive Cleaning Ltd. It will be monitored continually and updated as necessary to reflect procedural improvements, best practice and changes in legislation. The purpose of this document is to describe the Environmental Management System (EMS) and to outline our plans and responsibilities for identifying and addressing our environmental impacts. We have an Environmental Committee, who are responsible for the ongoing management of our EMS, ensuring it is reviewed and exceeds requirements.



The Company is committed to maintaining and improving the economic and social wellbeing of all its employees. It is also committed to contributing towards a sustainable, safe environment in the areas the company operates and beyond.

This commitment is firmly grounded in the Company ethos and in this environmental policy statement that sets out the aims and objectives for improving environment performance.

The overall aims of this policy are to:

- Pursue & encourage environmental stewardship throughout the business
- Exceed our legal obligations
- Work in partnership with employees, suppliers, customers and the wider community to promote a sustainable future.

It is the management teams' responsibility to ensure that procedures are followed at all times and all employees are sufficiently trained to be able to do their part in delivering our environmental strategy. All at Hive should fully understand the importance of resource conservation, safe chemical handling and the crucial part they play in the company strategy for protecting the environment.

Bees are a great indicator of the planet's health. Without bees, the world would be a very different place. Hive sponsor many bee hives around the U.K.



# Commitments

## Air

To reduce our emission of pollutants by operating an electrically powered fleet and to encourage all employees to use public transport, walking and cycling, through our published green travel plan

## Resources

To reduce the consumption on non-renewable resources and encourage their replacement with renewable resources via our green procurement chain.

## Water

Reduce water use and waste water entering the sewer system through innovation and technology. (Pulse mops and filtration buckets).

## Waste

Where possible we will recycle all waste and reduce environmental pressures from waste disposal by:

- The use of recycled paper and stationary throughout the Company
- Use email and electronic media as much as possible instead of sending information on paper

- Recycling 100% of our office waste and actively support our customers to recycle
- To promote a reduce, reuse and recycle philosophy to all Hive employees
- Remaining a zero to landfill company. All waste managed by Hive is collected and either effectively recycled or burnt to create electricity







## Energy

Our aim is to follow a few simple rules:

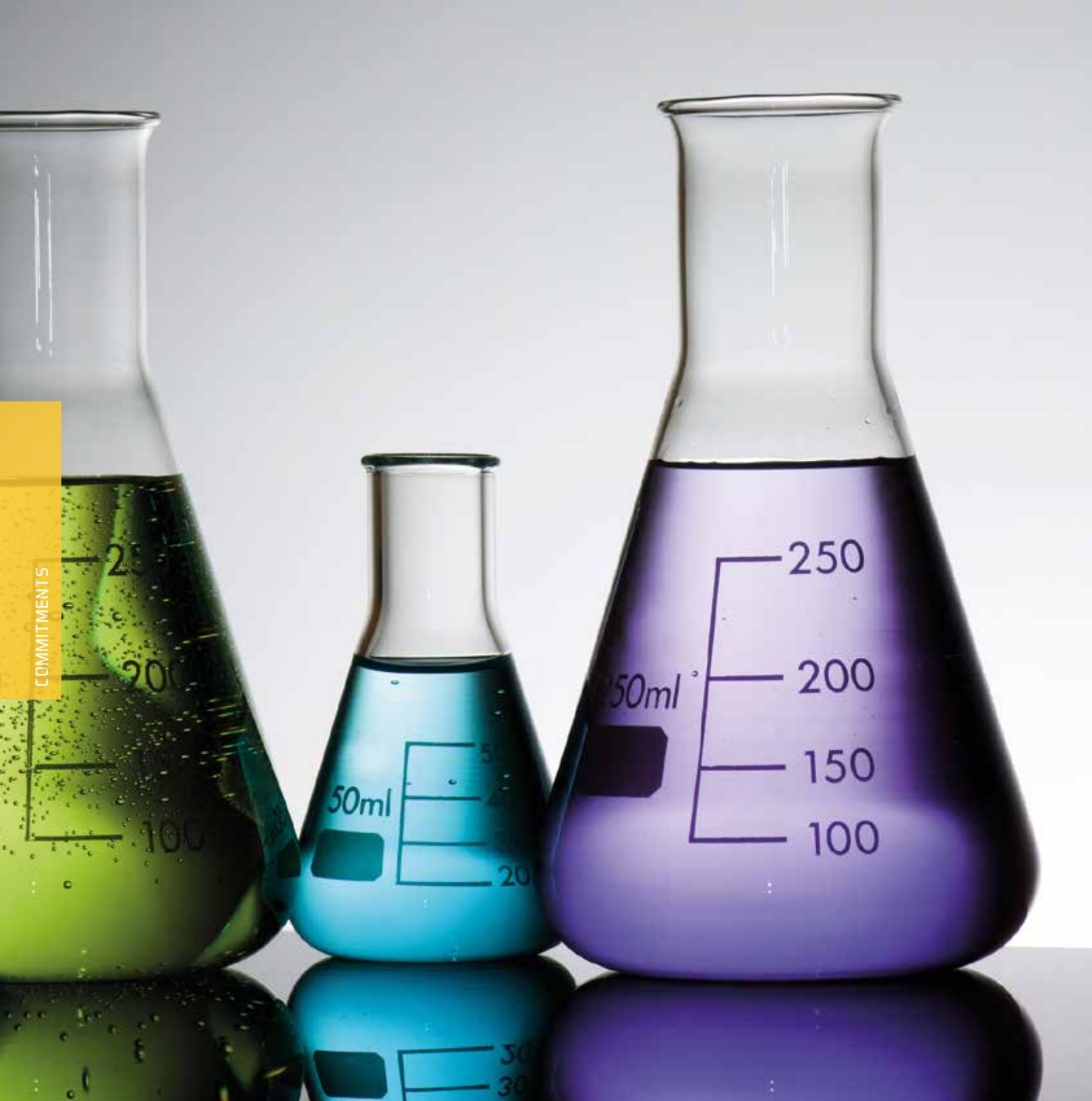
- Purchase sustainable green electricity (Hive HQ)
- To turn off appliances at the end of the day (Hive HQ)
- Turn off lights at the end of the day
- Turn off heating in areas not occupied and at night (Hive HQ)
- Turn off Company computers when not in use and at night (Hive HQ)
- Not to leave any machines or equipment running whilst not in use

We do try and do our bit by turning off non-essential equipment and by purchasing appliances that are energy efficient when buying for our head office.

We follow our customers' instructions as to how they would like us to help them manage their energy conservation and actively assist where possible. Turning off lights at the end of the cleaning shift are a standard operating procedure for all hive employees. We encourage feedback and suggestions from the Hive team as to how we can conserve electricity and resources.







## Chemicals

We ensure all employees are trained on all chemicals used within the Company, to ensure safety to themselves and the environment.

- Our main cleaning products are harmless to people and the environment. The most widely used cleaning agent is a state of the art non-toxic, chemical free product which use friendly bacteria to effectively remove contaminants.
- The bulk of our chemicals come in concentrate form and are diluted into reusable clearly labelled trigger bottles on site. This enables us to minimise plastic waste and reduce chemical miles.
- We do not allow any aerosol products to be used within the Company and have found better no aerosol alternatives.

The Company recognises its responsibilities as a cleaning provider and concerns itself with both the long and short term effects of its business in relation to the environment. We are fully committed to minimising this impact as much as possible. Therefore, we have adopted a positive policy to promote the practical day to day commitment to environmental stewardship across the company and is reflected in the way we work, the chemicals we use and materials we purchase.

Hive are one of the most eco friendly cleaning companies in London. Our most widely used cleaning agents are non-toxic and chemical free.



# Environmental Impact

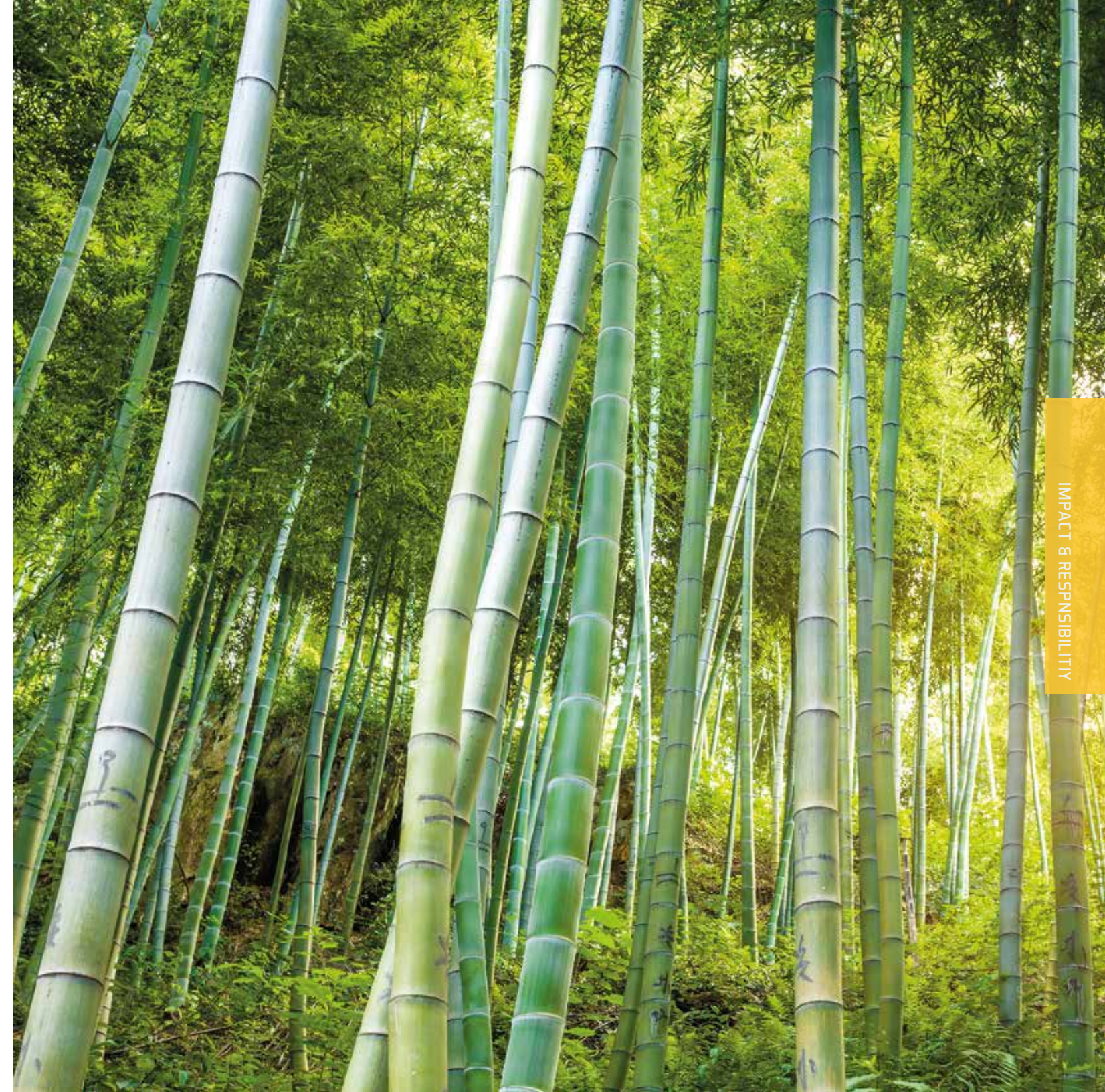
Hive Cleaning will take all available opportunities to improve environmental impact.

- Only buy supplies when necessary
- Source products that are made from recycled or sustainable material
- Select the most environmentally friendly option for cleaning equipment, chemicals, cotton and paper goods
- Source energy efficient appliances and machinery
- Where possible purchase locally sourced equipment and materials



# Management Responsibility

Hive Cleaning accepts it has a responsibility to the principles of sustainability and environmental awareness and recognises the social and economic importance of protecting the environment. Our approach to managing our environment issues are aligned with ISO 14001.





# Continuous Improvement

To improve the policy and its implementation the Company will:

- Inform all suppliers and sub-contractors of the Company's environmental commitment and ensure they are aligned to our standards
- Implement monitoring processes to ensure that the policy is effectively implemented and fit for purpose
- Assess the effectiveness of the EMS continuously and have a formal review of the whole EMS every year as a minimum.



We will make sure we always **see the wood for the trees** and include environmental considerations in policy development, strategy and business planning at all levels of the organisation and the Company environmental strategy will form a part of every management meeting.

We will promote knowledge and understanding of the global and local environment and our impact on it by:

- Training and raising awareness of our employees through email, social media, newsletters, toolbox talks, Hive website and notice boards
- Use our purchasing power to actively promote environmental sustainability and green procurement to our supply chain partners

Sustainability and environmental stewardship is at the heart of everything we do at Hive Cleaning.





# Green Travel

Our Green Travel Plan is designed to help facilitate accessibility to sustainable travel, whilst at the same time reducing congestion, local air pollution, greenhouse gases and noise.

The main aims of our plan are to:

- Enable our employees to make more efficient and optimal travel and transport choices
- Improve sustainability and reduce our environmental impact from travel and transport by the use of more sustainable modes of transport
- Improve employee health, well-being, morale and work life balance
- Enhance business resilience and contingency during periods of travel disruption
- Enhance the organisations corporate social responsibility and environmental image

The travel plan aims to help our employees find effective sustainable ways to travel to and from work and in this process help create a better local environment, cleaner air and less congested roads.

We will ensure that all employees are given a copy of the Company Green Travel Plan during induction. It is also available on our web site.



Green Travel Plan  
Keep fit and save the planet!!  
98% of the Hive Team use  
sustainable transport when  
getting to and from work.



# Approval & Review

A full review of this policy will be carried out on an annual basis or sooner if there have been changes to our business practices or legislation. However, it will be motored continually to ensure that each element remains suitable and sufficient for our organisation and will form an important discussion point at all management meetings.

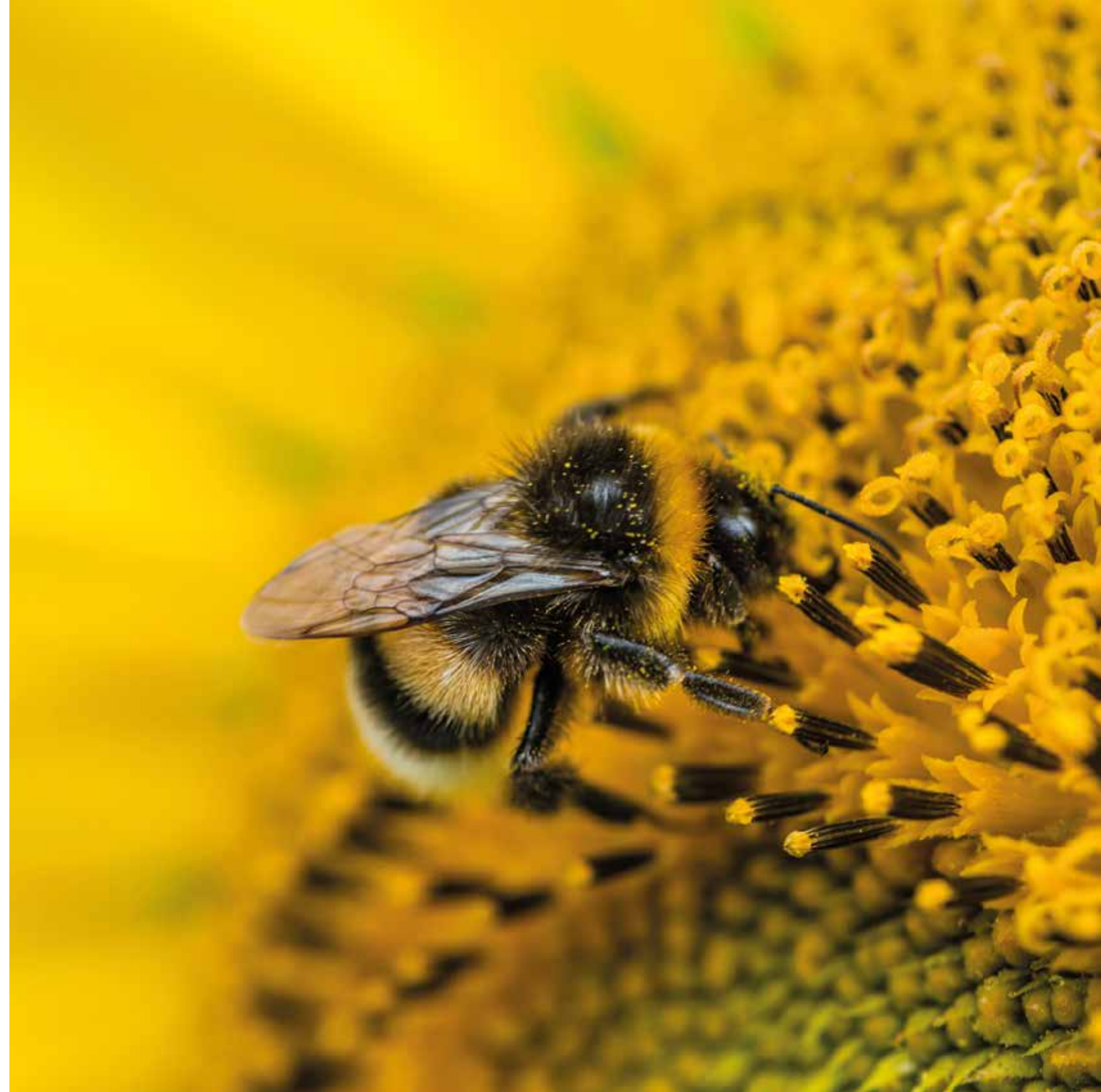
The review and approval is demonstrated by the signature as below as the authorised representative:



1st Jan 2019

Louis Beaumont  
Managing Director

Hive Cleaning Ltd  
Date of next policy review: 1st Jan 2020







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