We at Universal Support Services Group (USSG) Ltd ('USSG' &/or 'the company') understand that there is a need to improve the way we use utilities, not exhaustive to energy and water, and become more energy efficient, decrease our CO_2 emissions and resources.

We are committed to reducing the environmental impact of our activities and to ensure that we are using utilities wisely.

Our objective and initial targets is to reduce our utilities consumption year on year. In order to achieve this, we will:

Management:

- Commit management resources to implementing this policy
- Establish and follow an Energy Reduction Action Plan
- Identify and implement all cost-effective energy efficiency measures
- Provide regular management reports on our energy and water consumption and its associated cost to governors and senior management
- Report energy and carbon savings to interested parties
- Review and revise targets on a regular basis
- Ensure competency in the energy efficient management of the company and its equipment
- Ensure advice is sought on improvements in energy efficiency and that the installation of new technologies are considered for capital investment
- Encourage continued professional development for technical issues related to energy
- Incorporate carbon saving and sustainability into the company's procedures, wherever possible

All staff:

- Identify and report our actual energy performance to the Company Directors
- Identify targets for future energy performance and report on progress
- Train a number of staff to become energy champions for the company
- Encourage energy saving suggestions from all staff
- Take day-to-day responsibility for ensuring minimal energy and water waste and encourage all users to do the same

The company, in its environmental planning, is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to our environmental planning's professional activities and the management of the organisation. We aim to follow and promote good sustainability practice to reduce the environmental impacts of all our activities.

This policy is based upon following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations, and codes of practice.
- To integrate sustainability considerations into all our business decisions
- To ensure that all staff are fully aware of this policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of this policy and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

USSG is committed to exceeding legislative guidance by sourcing and using energy in an efficient and environmentally responsible manner pertaining to the Facilities Management of its operations, offices, and company fleet, as well as undertaking the same in the sustainability in all areas of its procurement / supply chain. Thus, providing a better understanding of our energy and how we can manage it more effectively on both day to day and longer-term basis.

The company is committed to offering leadership to ensure we meet this objective by:

- Having a nominated senior member of our Management responsible for monitoring the pre-requisites of this policy.
- Ensuring the company's policies, practices, and procedures (3Ps) are communicated and managed.
- Meeting the requirements of the respective ISOs, legal and other requirements relating to sustainability, energy management and procurement.
- Wherever possible adhere to the BRE Environmental & Sustainability Standard (BES 6001) for Responsible Sourcing.

The company's 3Ps implemented will:

- Apply to the company's premises and be encouraged at all business locations.
- Aim to improve energy efficiency whilst providing a safe and comfortable work environment.
- Emphasise sustainability and energy efficiency as a factor in product development, procurement, and design processes.
- Encourage and invest in the use of energy from renewable sources.
- Measure and monitor usage to improve efficiency.
- Continually aim towards meeting the requirements of BS 8001 – Framework for Implementing the Principles of the Circular Economy in USSG.

As part of the company's improvement programme, a series of objectives are set, monitored, and regularly reviewed.

All employees and partners are required to be fully committed to implementing this policy.

Procurement of CSER, Health & Safety and Workforce

Corporate, Social & Ethical Responsibility
Please refer to our separate document (POL-04 Corporate Social Responsibility and Business Ethics Policy) regarding the company's 3Ps in this matter. We can confirm that wherever possible our 3Ps adhere to the guidance from Corporate Social Responsibility ISO 26001.

Health & Safety
The company's intention has always been to engage and collaborate with all our business partners, including supply chain, to provide a safe environment to work in and with. This is complimented by the number of national accreditations we have been repeat members of conducive to the company's 3Ps pertaining to health and safety. As well as being informed on legislation and likely impacts of our operations.

Workforce
In line with our Corporate Social Responsibility and Business Ethics Policy (separate document) and legislation pertaining to employee recruitment. The company will always strive to procure local staff - local to our depots and client sites, as well as utilising locally sourced business partners for their training and our Quality Management System (QMS).

Procurement of Goods

Energy Efficient Goods including Timber
In securing more like-minded customers with our strong environmental credentials from suppliers. We at USSG endeavour to procure energy-efficient goods where possible and will consider pertinent criteria when making purchasing decisions.

White Goods
Any white goods (i.e., fridges, dishwashers) provided to sites or offices are required to be energy efficiency rated A+ or higher. This criterion will be taken into consideration when selecting products and suppliers.

Office Equipment
When new office equipment is being sourced (i.e., heating equipment, lighting, and photocopiers) the Energy Technology List, as published through the Government Enhanced Capital Allowance Scheme, will be referred to.

IT Equipment
All user IT equipment is replaced every 4 years (maximum), and the IT infrastructure is replaced/updated on a 5-year (minimum) cycle which ensures that the most energy efficient equipment and features are utilised within the business. Proposal documents for replacing equipment specifically highlight energy efficiency as a benefit to the company and are strongly considered in comparison to other similar products.

Our Server infrastructure where viably possible is virtualised or purchased as part of a blade set up to ensure the total number of physical servers remains to a minimum and therefore using less energy.

We ask our suppliers to support our ethics by ensuring that they recommend the most energy efficient products and solutions where cost is similar.

Car Hire
Any car leased or hired to the company is required to be of a CO^2 emission level of less than 161g/km.
The company has also started procurement of hybrid vehicles (both commercial and cars).

As we work towards maintaining and achieving pertinent ISO certification, we are building on our already established QMS working towards lowering our carbon footprint and ensuring environmental sustainability across our business.

We have invested in IT systems to increase mobility of reporting and collaboration platforms to reduce the number of trips taken by senior management, whilst at the same time improving the audit ability and recording / distribution of information.

We have reviewed our mobile fleet and procure vehicles which have the minimum carbon footprint, whilst meeting the cost constraints and requirements of the activity.

Internally we have made significant moves towards a paperless system, moving many manually maintained documents and processes into our revised IT environment to minimise our paper utilisation and reduce the amount of printing undertaken by the organisation. We have a policy to ensure we minimise our power use through policies to ensure equipment is effectively turned off and lights are used when required.

We work actively with our customers to support programmes related to Environmental Sustainability, which range from the participation in sponsored events, to working to develop systems and approaches which reduce the overall carbon footprint of the service, whilst demonstrating a return on any investment made in a measurable period.

The Managing Director shall review this policy annually and/or following significant changes.

This Policy document has been approved by the USSG Managing Director

Mr M M Rashid Baig

Mr M M Rashi Baig
Managing Director

This policy is reviewed as per the Header