

ENVIRONMENTAL POLICY

Organisation: Riverview Property Services LTD

Membership No: PENDING

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Riverview Property Services LTD

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Document Prepared By: UKRBA

1. Introduction

Riverview Property Services LTD is committed to conducting its business operations in an environmentally responsible manner. This Environmental Policy sets out the principles, objectives and operational procedures by which the company will manage its environmental responsibilities across all aspects of its commercial building, property maintenance and refurbishment work.

The company recognises that its operations have the potential to generate environmental impacts through the consumption of energy and materials, the production of waste, and the use of transport and plant machinery. As a service provider based on the Isle of Wight, the company also acknowledges its responsibility to the local natural environment and community.

This policy applies to all employees, contractors, subcontractors and suppliers engaged by Riverview Property Services LTD. The policy has been developed with consideration for relevant UK environmental legislation, including the Environmental Protection Act 1990, the Environmental Damage (Prevention and Remediation) Regulations 2015, the Environmental Information Regulations 2004, and the Building Regulations 2016 in relation to environmental performance standards.

The Managing Director holds overall responsibility for the implementation and monitoring of this Environmental Policy. Line managers within the company are responsible for ensuring that staff under their supervision comply with the policy requirements. All team members are expected to familiarise themselves with this policy and to contribute positively to its objectives through their daily work practices.

This policy will be reviewed annually to ensure its continued relevance and effectiveness. The review will consider changes in legislation, advances in environmental best practice, feedback from employees and clients, and the company's progress against stated environmental objectives.

2. Environmental Impact

Riverview Property Services LTD recognises the following areas where its operations may generate environmental impacts:

2.1 Energy Consumption

The company operates from a single office location at 21 High Street, Ryde, PO33 2HW. This premises requires electricity for lighting, heating, cooling, and office equipment including computers, printers and communication systems. During winter months, heating demands are significant, and during summer months, cooling may be required.

Staff and subcontractors also travel to building sites and client premises across the Isle of Wight and potentially to mainland locations for project work. This generates emissions through vehicle fuel consumption. The company operates two company vehicles and reimburses mileage for staff using personal vehicles for business purposes.

2.2 Materials and Waste

Building maintenance and refurbishment work generates construction and demolition waste, including timber, plasterboard, metals, plastics, insulation materials and general packaging. The company is responsible for ensuring that such waste is managed appropriately in accordance with environmental and waste management legislation.

The company also produces general office waste including paper, cardboard, printer cartridges and miscellaneous materials. Whilst the volume is modest, the company recognises the importance of waste minimisation and appropriate segregation.

2.3 Resource Use

Water consumption occurs at the office premises through sanitary facilities and general cleaning. The company recognises opportunities to reduce consumption through appropriate management and maintenance of facilities.

The company procures various materials and products required for building maintenance and refurbishment work, including paints, coatings, adhesives, cleaning agents and other specialist products. Some of these materials may contain substances or components with environmental significance.

2.4 Supply Chain Impacts

The company works with a network of local suppliers and subcontractors. Whilst the company does not have direct control over these organisations, it recognises that their environmental practices may contribute to or detract from the company's overall environmental performance and reputation.

2.5 Regulatory and Compliance Considerations

The company operates within a regulatory framework that includes requirements related to waste management, hazardous substances, air quality, and environmental protection. Non compliance with these requirements could result in regulatory action, financial penalties, and reputational damage.

3. Commitments

Riverview Property Services LTD makes the following commitments in relation to environmental management:

3.1 General Environmental Principles

The company commits to:

- (a) Complying with all applicable environmental legislation and regulations in England and the wider United Kingdom.
- (b) Implementing practical measures to reduce energy consumption, waste production, and other environmental impacts arising from its operations.
- (c) Considering environmental factors when making business decisions, including procurement, service delivery and operational planning.
- (d) Engaging with employees, clients and suppliers to promote environmental awareness and responsibility.
- (e) Maintaining transparent records of environmental performance and being prepared to discuss environmental matters with relevant stakeholders.

3.2 Energy and Emissions

The company commits to:

- (a) Conducting a review of office energy consumption during the first quarter following policy adoption. This will include assessment of heating systems, lighting arrangements, and equipment usage patterns.
- (b) Investigating opportunities to switch office lighting to LED technology where cost effective, with a target completion date of 31/12/2026.
- (c) Setting a baseline for energy consumption at the office premises and establishing an objective to reduce consumption by 10 per cent over the period 2026 to 2029.
- (d) Maintaining company vehicles in good mechanical condition to optimise fuel efficiency. All vehicles will be subject to servicing in accordance with manufacturers' recommendations.
- (e) Encouraging staff to consider fuel efficient driving practices and promoting the use of public transport where practicable. The company will not prohibit home working but will not enforce it; staff will be permitted to work from home on days when no on site attendance is required.

(f) Recording mileage data for company vehicles and establishing a baseline for transport related emissions during 2026. The company will consider the feasibility of transitioning vehicles to hybrid or electric power sources as vehicles reach end of life, taking into account cost and charging infrastructure availability on the Isle of Wight.

3.3 Waste Management

The company commits to:

(a) Segregating waste streams at its office premises into appropriate categories including general waste, recyclable materials, and hazardous waste as appropriate.

(b) Working with licensed waste contractors to ensure that construction and demolition waste arising from building projects is managed in accordance with waste management legislation. All waste disposal will be documented and records retained for a minimum of two years.

(c) Implementing a waste minimisation approach on building sites by encouraging planning and material control measures that reduce unnecessary waste generation.

(d) Developing a procurement policy that gives preference to suppliers who demonstrate commitment to waste minimisation and the use of recycled or reclaimed materials where appropriate.

(e) Reviewing office waste streams during 2026 with a view to increasing the proportion of waste diverted from landfill. The company will establish targets for office waste reduction by 31/03/2027.

(f) Ensuring that all hazardous waste including paints, solvents, oils and contaminated materials is segregated and disposed of through licensed specialist contractors in accordance with environmental protection requirements.

3.4 Water Management

The company commits to:

(a) Maintaining water supply systems at the office premises in good repair to prevent leaks and unnecessary consumption.

(b) Installing water efficient fittings in sanitary facilities during any future refurbishment work.

(c) Reviewing water consumption at the office premises annually and considering practical measures to reduce demand.

3.5 Materials and Procurement

The company commits to:

(a) Preferentially specifying paints, coatings and adhesives with low volatile organic compound (VOC) content where performance and cost allow.

(b) Requesting environmental information from suppliers regarding the products and materials provided to the company, including information on recycled content, hazardous substances, and packaging.

(c) Minimising unnecessary packaging associated with procurement and encouraging suppliers to use recycled or recyclable packaging materials.

(d) Developing a preferred supplier list during 2026, with environmental performance being one of the criteria considered in supplier selection.

3.6 Supply Chain Engagement

The company commits to:

(a) Communicating environmental expectations to subcontractors and suppliers engaged on company projects.

(b) Ensuring that all subcontractors are briefed on environmental requirements relevant to their work scope, including waste management, dust control, and protection of local environmental features.

(c) Including environmental performance criteria in supplier evaluation and contract renewal decisions where practicable.

(d) Working with local suppliers to support the local economy and reduce transport distances associated with procurement.

3.7 Employee Engagement

The company commits to:

- (a) Providing all employees with a copy of this policy and ensuring that they understand the company's environmental commitments.
- (b) Delivering environmental awareness training to all staff during the first year of policy implementation.
- (c) Soliciting feedback from employees regarding environmental improvements and considering practical suggestions in decision making.
- (d) Recognising and rewarding employee contributions to environmental objectives through appropriate acknowledgment.

3.8 Client Communication

The company commits to:

- (a) Discussing environmental considerations with clients during project planning stages where relevant.
 - (b) Informing clients of environmental practices implemented on their projects, including waste management and resource efficiency measures.
 - (c) Making clients aware of the company's environmental commitments when appropriate to do so.
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4. Monitoring and Review

4.1 Environmental Performance Monitoring

The company will monitor its environmental performance through the following mechanisms:

- (a) Quarterly review of energy consumption data for the office premises, with reports prepared showing usage trends and identifying unusual consumption patterns.

(b) Annual review of waste arisings and disposal records, with analysis of waste composition and assessment of segregation and recycling performance.

(c) Annual recording and analysis of company vehicle mileage and fuel consumption.

(d) Annual water consumption review for office premises.

(e) Feedback collection from employees regarding environmental issues and suggestions for improvement.

(f) Feedback collection from clients regarding environmental practices observed on projects.

4.2 Objectives and Targets

The company will establish the following environmental objectives:

(a) Reduce office energy consumption by 10 per cent by 31/12/2029 from a 2026 baseline.

(b) Achieve LED lighting conversion at office premises by 31/12/2026.

(c) Establish a waste reduction target for office operations by 31/03/2027, with implementation by 31/12/2027.

(d) Develop and implement a preferred supplier list incorporating environmental criteria by 30/06/2027.

(e) Ensure all subcontractors receive environmental briefing on projects during 2026.

4.3 Policy Review and Revision

This policy will be formally reviewed on 31/07/2027. The review will assess:

(a) Progress against stated objectives and targets.

(b) Changes in relevant environmental legislation or regulations.

(c) Feedback from employees, clients and suppliers.

(d) Advances in environmental best practice applicable to the building services sector.

(e) Opportunities to strengthen environmental commitments and performance.

The policy will be revised as necessary following review, and an updated version will be issued to all staff and relevant stakeholders.

4.4 Responsibility and Accountability

The Managing Director is responsible for overall policy implementation and performance. Line managers are responsible for ensuring compliance within their areas of responsibility. All employees are responsible for understanding and complying with this policy in their daily work.

Environmental performance will be discussed at regular management meetings, and progress will be reported to the Managing Director on a quarterly basis.

4.5 Communication and Records

This policy will be made available to all employees and will be provided to new employees as part of their induction process. Records relating to energy consumption, waste management, and environmental performance will be maintained and made available for review as required.