

# Environmental and waste policy and management system

## **PURPOSE**

We recognise that all business processes have the potential to cause harm to the environment and the world's resources are not infinite.

The aim of this policy is to describe the internal systems aimed at minimising the impact of our business on the environment. The UK Environment Agency define an effective Environmental Management System as one which will:

1. be implemented at a strategic level and integrated into corporate plans and policies so that all staff know their environmental responsibilities;
2. assess the organisation's environmental impacts and identify opportunities to reduce pollution to air and water, and produce less waste;
3. set clear objectives and targets to minimise the significant environmental impacts;
4. record environmental performance against targets and industry performance indicators to encourage continual improvement;
5. ensure compliance with environmental legislation and take action to prevent and correct cases of non-compliance;
6. ensure good resource management and encourage sustainable development;
7. identify key interested parties and communicate company environmental performance to them clearly.

We take seriously all feedback that we receive from our stakeholders and, where possible, maintain open dialogue to ensure that we fulfill the requirements outlined within this plan. We have a Whistle Blowing Policy which operates to allow the safe disclosure of any matter to the Directors of the company whilst ensuring the fair treatment of the person (employee or otherwise) making the disclosure.

We are open, straightforward and sincere in communicating our strategies, targets, performance and governance to our stakeholders in our continual commitment to sustainable development. This policy will be communicated to our stakeholders regularly and published on our corporate website.

With regards to waste we will:

1. define a formal procedure for the disposal and removal of waste products from all facilities and premises operated by Source Biosciences plc and any of its subsidiaries hereafter referred to as the Group.
2. ensure that the disposal of Group generated waste is carried out as safely as possible both for all group staff concerned and any operatives of outside agencies involved in the process.

## **SCOPE**

This policy directly applies to all employees of the Source BioScience group and all of the companies within the Group. Employees must observe the highest standards of integrity and must act with care, diligence and fairness in all our environmental interactions. With regards to waste, it is recognised that the laboratory based and manufacturing and production activities of the Group are generally the source of most hazardous waste. The policy therefore is of relevance to all staff within the Group who handle any waste produced by way of their routine duties.

We recognize that we must integrate our business values and operations to meet the expectations of our customers, employees, regulators, investors, suppliers, the community and the environment. It is our expectation that our suppliers, sub-contractors and other business partners hold the same values as we do and meet at least the same standards.

## ***POLICY AND PROCEDURE***

### **1. Strategic integration and publication of this policy.**

Chief Operating Officer	Is responsible for the implementation of this policy and will make appropriate resource available to support the realisation of our environmental responsibilities.
Facilities Manager	Is responsible for environmental audits, monitoring performance against previous achievements and providing summary data for the company Annual Report.
All other employees	Are required to contribute to the overall environmental performance and hence assist in us meeting the objectives of this policy.

- This policy document will be formally reviewed at least every two years (as set in iPassport). Improvements to this policy can be made at any time.
- This policy will be distributed to all employees, sub-contractors, distributors, suppliers and other relevant stakeholders. It will also be published on the company website.
- Actions, disclosures and discoveries as a result of this policy will be formally reviewed annually at the company Annual Management Review which is formally minuted and copies of the minutes stored in the company records.
- Actual consumption of energy (electricity) is monitored across the company and presented to the Annual Management Review.
- The company will expect continual improvement in environmental audits and a reduction in energy usage (based on activity). Our expectation levels being set following first audit.
- We take seriously our obligations to environmental legislation and receive updates to company law via an external messaging service. These are circulated and incorporated into policy as necessary.

### **2. Resource Management and Sustainable Development**

#### **2.1 Reduce, reuse and recycle**

We carefully consider all the purchases made by our business. This makes good commercial sense, saves us money and reduces waste. Staff are incentivised to reduce waste and thus costs.

- Equipment and reagents are shared where possible. Redundant equipment on one site will always be offered to other sites in the group before disposal.

- Redundant equipment will be disposed of promptly and in the first instance will be offered to a reseller for reuse by another company. Similarly, we use recycled products from suppliers and we use equipment resellers to source used equipment for our operations wherever possible.
- Packaging from purchased items is re-used if possible for dispatch of our goods to customers or it will be offered back to the manufacturer before disposal. Certain of our supply chain initiatives to enable us to return packaging for our suppliers to re cycle.
- We keep the need to buy packaging under regular review so that it is minimized. If we need to buy packaging we try to source recycled materials and reduce any use of non-biodegradable packaging
- Cardboard, paper (and shredded paper) and toner cartridges are recycled by all our businesses. Our manufacturing sites also segregate waste wood and steel. All employees on all sites are encouraged to recycle drinks cans, newspapers and glass bottles.
- Our manufacturing processes are reviewed regularly to minimise waste production.

## 2.2 Safe disposal of other rubbish

We use reliable and reputable waste disposal routes and insist on receiving waste transfer notes which are archived. Laboratory equipment and IT equipment that cannot be reused or recycled is disposed of via the original manufacturer. Chemically or biologically hazardous waste is disposed of via certified companies. The Group recognises that the safe disposal of waste products from the laboratory and other areas is paramount in the safe running of the business. The Group believe that staff should be able to work in a safe environment and will endeavour to provide guidelines, equipment, information and training for this Policy to be maintained. All staff have a duty to follow safe working practices and adhere to Group Policy. Risk assessments of all tasks performed by staff are prepared and these are readily available to be read in conjunction with this Policy. Risk assessments have been prepared for every chemical used within the laboratories in order to facilitate the correct use and safe disposal thereof.

It is Group Policy that all staff should **work in pairs** when disposing of waste or collecting flammable reagents from the external waste/storage area. It is also Group Policy that all items requiring transportation to the outside waste/storage area should be taken using the laboratory trolley, where appropriate.

We are registered with the Environment Agency as a producer of hazardous waste

We are registered as WEEE Compliant. Registration number: WEE/FE1868QW

We hold FGAS Certification, company number: REF1001913

## 2.3 Travel plan

- We have developed a travel plan for Head Office to encourage staff to look at how they travel to work and to explore and encourage usage of more environmentally friendly means of travel. We have secure cycle facilities at all of our sites and showering facilities at our Head Office.
- Flexible working is considered in accordance with current employment legislation and regulations and where reasonable staff are provided with laptops which permit home working thus reducing unnecessary journeys.

- Staff are encouraged to use teleconferencing and video conferencing if possible and we have invested in the latest technology to interact with our customers and overseas sites in this way.
- We have incentivised our staff to share cars for business trips by means of increasing the amount paid to staff in expenses and staff are encouraged to consider public transport where possible.

## **2.4 Energy efficiency**

Energy is expensive and we recognise the importance of reducing our use of it. It is routine for the Directors to explore consolidation of operations into fewer sites where this is possible and thus improve efficiency and save energy:

- Computer users are encouraged to switch off at the end of the day.
- Our after hours cleaning team make sure our “lights off” policy is fulfilled. In certain quiet areas of our head office we have light sensors which will turn lights off anytime if movement is not detected.
- Air conditioning is restricted to those parts of our accommodation where it is operationally essential.
- We use LED lighting in our Head Office in order to reduce our electricity consumption.
- We source energy star compliant equipment where this is possible.
- We use low water cisterns in the toilets of our Head Office and urinals where flushing is controlled by room movement sensors.
- All internal events held at our head office we use tap water, served in re-usable jugs avoiding the use of bottled water
- We are currently reducing the number of large freezers in use in our laboratories by compacting the contents and then switching off empty units.
- We are aware of the recommendations of the Carbon Trust and will consider their advice and implement recommendations at our key sites
- We acknowledge the Environmental Reporting Guidelines including our mandatory requirement to report greenhouse gas emissions in our company Annual report