



Prepared for: CACI LTD
Prepared by: **Neil Birse**
Date issued: **July 2020**

Environmental Manual ISO14001 2015

Document Control

This section details document control in terms of its distribution, configuration management, amendment history and authorisation.

Amendment History

Version	Author & Owner	Date	Changes
1	C. Tozzi	September 2011	Original document
2	C. Tozzi	November 2011	Document reviewed updates on Legislation references
3	C. Tozzi	December 2012	Cleaners risk assessment policy updated
4	C. Tozzi	October 2013	Offices that are current in the scope were confirmed
4a	C. Tozzi	October 2013	Reformatted
4b	C. Tozzi	November 2013	Included additional legislation shortcuts
5	C. Tozzi	January 2014	Review
6	C. Tozzi	July 2015	Introduction of ESOS
7	C. Tozzi	November 2015	Update
8	C. Tozzi	January 2016	Reviewed
9	C. Tozzi	June 2017	Reviewed
10	C. Tozzi	March 2018	Incorporated 2015 standard
11	C. Tozzi	October 2018	Updated Environmental policy location
12	C. Tozzi	August 2019	Updated documents to read 2019
13	C. Tozzi	December 2019	Updated to reflect December 2019 version
14	N. Birse	July 2020	July 2020 Reviewed, updated to reflect new personal

INTRODUCTION

ISO 14001:2015 standard is an environmental management standard. It specifies a set of environmental management requirements for environmental systems. The purpose of this standard is to help our organisation to protect the environment, to prevent pollution and to improve our environmental performance.

This manual has now been reviewed to reflect ESOS. The Energy Savings Opportunity Scheme came into force on 17th July 2014 and introduces a regular programme of energy audits (or approved equivalents) for mandated organisations. Energy audits must be carried out or reviewed by a suitably qualified assessor and an evidence pack submitted to the scheme administrator, the Environment Agency (EA). CACI's choice is to engage an approved contractor to carry out these audits and supply a report for CACI Ltd to consider.

This manual will assist those participating in achieving, maintaining and improving our performance and help in the day-to-day managing of the system. A copy of this manual is available on the company intranet together with a copy of the environmental policy document.

CACI offer an unrivalled range of marketing solutions and information systems, to a number of businesses from all industry sectors and employs circa 900 staff across all sites.

Scope

The environmental policy has been introduced by CACI LTD to incorporate their offices based in London Kensington, Birmingham, Manchester and Richmond. Outside of the scope are the offices in Southwark, Cheltenham, Bristol, Leeds, York and London Southbank. It is our intention to incorporate these offices as soon as practicable.

Objectives

- To achieve good environmental standards in all activities including the reduction, re-use, recycling and disposal of waste.
- To make economic use of energy, water and transport usage to minimise waste in all aspects of the business function.
- To regularly assess the environmental impact resulting from business operations and to remain fully informed or recognised best practices.
- To record and monitor our utility consumption and set targets for its reduction if possible
- To communicate this Environmental Policy and Action Plan updates to all interested parties including customers, suppliers and employees, encouraging their active involvement in environmental issues.
- To continue to ensure the improvement and prevention of pollution by continuing to use proprietary disposal agencies and where possible to reduce the use of utilities.
- To review our environmental objectives and targets annually.

CACI monitors this policy and ensures that it is in line with current legislation.

Management Responsibility

The CEO has overall and final responsibility for the Environmental Policy and the Environmental Committee in charge of the coordination, implementation and monitoring of the policy throughout the organisation. The Environmental Policy Action Plan update will be communicated to all staff when required. Each staff member takes responsibility for his or her own work area. Copies may be made available to customers on request. The policy will be reviewed annually and any updates loaded via CACI intranet. Day to day responsibility falls to the Environmental Officer – Neil Birse along with the Environmental Dupty – Louise Buckley. Senior Management approval is provided by Nick Westall – Chief Technology Officer (CTO). Quarterly management meetings are held and reports distributed via Sharepoint and email by the Environmental team.

Environmental team:

Kensington Village	Neil Birse / Louise Buckley
Richmond	Vanisha Patel
Birmingham	Sheila Cronin
Manchester	Alison Johnson

Environmental Team Organisational Chart



Documentation

In addition to this manual and the policy document, audit reports and management reports are submitted and stored on SharePoint

The following are three main areas that will need to be monitored and managed

Energy Saving

- This will include reading utility meters where measurable and documenting the readings to develop and understanding of our consumption
- Looking at ways in which we reduce our consumption including;
 - Switching off lights in unoccupied rooms
 - Turning down thermostats in offices where possible
- Selecting the most efficient energy supplier and the most efficient recording of our consumption

Recycling

- Selecting the most efficient Waste Carrier
- Ensuring that we are recycling within each of our premises
- Capturing as much recycling as possible
- Disposal of our hardware – Toner cartridges, PC's, laptops, batteries, other electrical items WEEE waste

Waste

- Ensuring that we reduce and/or dispose of our waste efficiently

Environmental Policy of CACI

Now as a separate document and can be found in the CACI intranet site under

<http://intranet/wp-content/uploads/2018/10/Environmental-Policy1.pdf>

Evaluation compliance

Suppliers of services that have an impact on the environment are evaluated annually to ensure that their operatives hold the appropriate licenses to carry out the necessary work.

Legal Compliance

CACI maintains its legal updates by subscribing to CEDREC and are now subscribed to ACTIVE but have yet to implement their data and updates are received and included within the legislation register.

Opportunity for improvement

Opportunities for improvement will be reviewed and a record of these will be kept on Sharepoint on opportunity for improvement report which will be available for the environmental team to comment on and record any improvements.

Definitions

The following definitions apply to this document:

EMS – Environmental Management System

Aspects – Issues, which affect the environment (e.g. energy conservation)

Impacts – Activities, which affect the Aspects (e.g. lighting a work space)

Significance – The potential level of effect on the environment

Environmental Objectives – Aims linked to the management and control of the organisations adverse effect on the environment

Environmental Targets – Measures established to monitor the achievement of Environmental Objectives

Legal Requirements – Statutory requirements linked to the environment

Environmental Committee – In-house group responsible for the EMS

EAP – Environmental Action Plan

The Issue Status

The version number of this document indicates the issue status. It identifies the issue of this Environmental Review.

The Environmental Review can be fully revised and re-issued at the discretion of the Board.

Please note that our policy for the Control of Records means that this Environmental Review is updated as necessary and is, therefore, only valid on the day of printing.

Environmental Aspects/Impacts Matrix

We have conducted a full review of all potential environmental aspects, their potential impact on the environment and discussed at management level how these might be addressed.

The aspects and potential impacts identified were then assessed for ‘Significance’ within our work environment. Our methodology for determining Significance is detailed below:

Scale	Description	Criteria
1	Negligible	Very small effect
2	Minor	Effect and probability of occurrence are both small.
3	Significant	Effect and probability of occurrence are moderate.
4	Major	Effect is extensive.

We have awarded each of our Aspects a rating based on an assessment made according to our Significance Scale (please see column 4 below). Finally we reviewed our potential Environmental Impacts and applied the controls in column 5:

Activity	Aspect	Impact	Significance	Control Method
Travel	Staff travel	Air pollution/Global Warming	1	Kept to a minimum
Administration	Use of electricity	Depletion of natural resources	2	Levels monitored
	Use of gas	Depletion of natural resources	2	Levels monitored
	Use of water	Depletion of natural resources	2	Unable to monitor
	Use of paper	Depletion of natural resources	1	Reused and recycled Levels monitored
	Disposal of waste paper/card/wood/plastics and metals	Landfill/waste burden	2	Recycled
	Inefficient electronics and white goods	Unnecessary waste of electricity	1	Reused and recycled Replaced
Catering Facilities & Staff Areas	Disposal of waste food	Landfill/waste burden	1	Reviewed for energy savings
	Disposal of waste packaging	Landfill/waste burden	1	Reused and recycled
Purchasing	Purchase of office consumables/ product packaging materials	Depletion of natural resources	2	Reused and recycled Contained

	Purchase of office equipment: IT, white goods etc	Depletion of natural resources Unnecessary waste of electricity	2	Contained
Buildings	Space occupied unnecessarily	Inefficient use of space	1	Optimise use of space to make best use of resources
	Computer Workstations installed and left switched on in unoccupied offices.	Unnecessary waste of electricity	2	Switch off / remove unused workstations
Performance of waste contractors	To ensure that the waste contractors are registered with the appropriate authorities Dappropriate disposal of electrical waste	Ensuring the correct disposal of waste Efficient and correct disposal of electrical equipment in accordance with the weee regs	2	Check with the contractors that they have the appropriate licences
Performance of Air conditioning contractors	To ensure that the Air Conditioning contractors are registered with the appropriate authorities and that the engineers are appropriately trained Monitoring of AC refrigerants	To ensure the correct repair and installation of AC equipment and that no leakage occurs To replace any redundant AC units with new units as and when necessary and to ensure that the contractors maintain the AC register	2	Check that the AC contractors are appropriately trained. To maintain the AC register.

Environmental Action Plan & Targets

Having identified our Environmental Aspects and Objectives, we have reviewed the actions that we need to take in order to effectively manage our EMS.

The responsibility for our EMS is shared by all employees and is overseen by our Environmental Committee, which reviews our Environmental Action Plan (EAP) on a regular basis.

The EAP is a ‘live’ document and is separate to the Review document. It is updated following management review and version controlled by date of last revision. Each old version is then archived.

The EAP is reviewed annually and internal audits are conducted in line with the EAP review. The audits themselves are scheduled, conducted regularly.

Environmental Action Plan (EAP) January 2020							
Aspect: Recycling							
	Target/objective	S	M	L	Staff/ dept	Comments	Status
1.	New signage clarifying what can be recycled and how so that staff are enabled to recycle	X			Facilities		Ongoing
2.	Recycling bins to be placed in kitchens to ensure that all recycling materials are collected appropriately	X			Facilities		completed
3.	Continue to use IT supplier for the recycling of computers and peripherals	X			IT		ongoing
4.	To use copies paper from sustainable sources		X		Facilities		ongoing
Aspect: Waste Management							
	Target/objective	S	M	L	Staff/ dept	Comments	Status
5.	Printer settings set to default printing double sided		X		IT		completed
6.	Awareness raising about unnecessary printing practices to reduce paper usage		X		All		
7.	Email message on all email templates ‘think before you print’ message	X			All		

Aspect: Energy Conservation							
	Target/objective	S	M	L	Staff /dept	Comments	Status
8.	Review whether motion sensors could be used in toilets and meeting rooms to reduce the use of electricity		X		Facilities		completed
9.	Introduce timer lights to reduce electricity usage and monitor changes via spreadsheet		X		Facilities		
10.	Reminding people to turn off computers etc when leaving a meeting room or workstation to reduce electricity consumption	X			All		
11.	Labelling light switches (where appropriate) effectively to reduce electricity usage		X		Facilities		
12.	Review premises in terms of energy consumption for gas, electricity and water. Monitor changes via bills using spreadsheet	X			Facilities		ongoing
13.	Switch over to energy efficient light bulbs wherever possible to reduce electricity costs. Use bills to monitor gains via spreadsheet		X		Facilities		ongoing
14.	Purchase fair trade tea and coffee to support environmentally friendly producers	X			Facilities		ongoing
15.	Buy stationery items from suppliers that hold ISO14001	X			Facilities		ongoing
16.	To review our Legal requirement annually			X	Facilities		underway
17.	To continue to monitor the choice of company cars used and their fuel consumption			X	Facilities		On going

Key

S Refers to short term targets

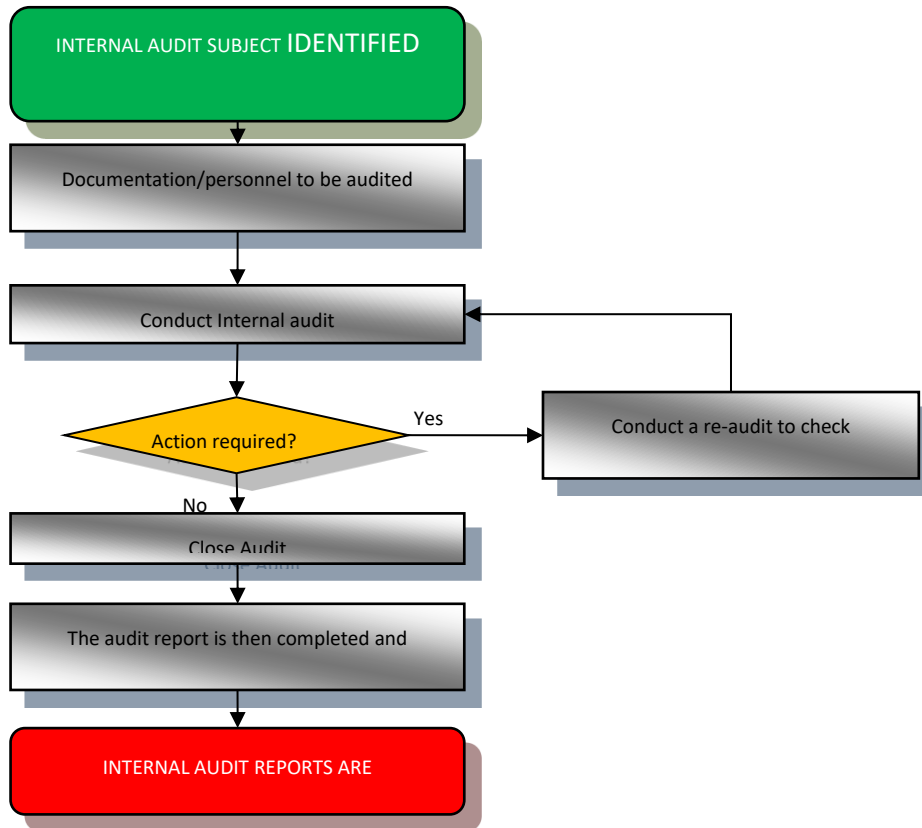
M Refers to medium term targets

L Refers to long-term targets

Environmental Internal Audits

Internal audits are carried out as part of the responsibilities of our Environmental Committee and are used to highlight any opportunities for improvement and to verify our progress against our Environmental Targets.

The audit process is as follows:



Management agrees the audit schedule and feedback on each audit is reviewed.

In addition to this the Facilities department reminds all staff to implement the recommendations that are recorded as part of our audits and be mindful of our environmental responsibilities.

INTERNAL AUDIT REPORT (ISO14001:2015)		FORM NO.
Date:		
Audit:	Open <input type="checkbox"/>	Closed <input type="checkbox"/>
Area/Procedure to be audited:		
Auditor:		
Documentation Reference:		
Department Personnel:		

Part A: Observations
Part B: Discrepancy
Part C: Proposed Corrective Action

To be completed:		
Corrective Action Verified as Effective:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signed (Auditor):		

