



Prepared for: **CACI LTD**  
Prepared by: **Facilities Department**  
Date issued: **August 2021**

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## Environmental and Sustainability Policy and Checklist

## Document Control

This section details document control in terms of its amendment history.

### Amendment History

Version	Author & Owner	Date	Status	Changes
1	Facilities	August 2021	Created	

Signatory Role	Signature	Date
Facilities Manager		01/08/2021

# CACI Ltd

## Environmental and Sustainability Policy

01<sup>st</sup> August 2021

CACI Ltd V1

### ENVIRONMENTAL STATEMENT

The Environmental and Sustainability Statement of CACI Ltd (“the Company”) is to ensure, so far as it is reasonably practicable, that its operations will be carried out with a commitment to protecting and enhancing the environment.

As a business that uses materials that could potentially harm the environment, we recognise that we have a responsibility to the environment beyond legal and regulatory requirements and as such, we are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers, and other stakeholders to do the same.

### ENVIRONMENTAL POLICY

The Chief Executive of CACI Ltd is responsible for ensuring that the Company’s Environmental and Sustainability Policy is implemented and is disseminated to all interested parties. All Company employees must adhere to the aims and objectives of the Policy.

#### 1. Our stated aims are to:

- 1.1 Comply with and where possible, exceed all regulatory requirements.
- 1.2 Continually monitor and work to improve our environmental performance.
- 1.3 Continually monitor and work to improve and thereby reduce our environmental impacts (Check list at Annex A to be completed bi-monthly).
- 1.4 Where possible, incorporate environmental factors into business decisions.
- 1.5 Ensure that where relevant, all employees are trained to have awareness of environmental issues that relate to the Company.

#### 2. Paper

- 2.1. We will seek to minimise the use of paper in our office, using digital means where possible.
- 2.2. We will recycle paper where possible.
- 2.3. We will seek to buy recycled and recyclable paper products.

#### 3. Business Consumables/Materials

Waste produced in our business includes, but is not restricted to, paper, cardboard, IT equipment.

- 3.1. We will seek to reduce our consumption of resources where practicable.

- 3.2. We will manage waste generated from the business operations according to the principles of reduction and recycling.

#### **4. Energy and Water**

- 4.1. We will seek to reduce the amount of energy used in our office.
- 4.2. Lights and electrical equipment will be switched off when not in use.
- 4.3. Where possible, heating levels will be adjusted downwards with energy consumption in mind.
- 4.4. The energy consumption and efficiency of new products will be taken into account when purchasing.

#### **5. Transport**

- 5.1. Driving is a necessary part of our work. Wherever possible we will drive the most fuel-efficient vehicles between jobs.
- 5.2. Through employee training on efficient driving, we will seek to reduce our fuel consumption.
- 5.3. We will ensure that our vehicles are regularly serviced to maintain their optimum efficiency.

#### **6. Green Culture**

- 6.1. We will involve our staff in the implementation of this Policy to achieve greater commitment and improved performance.
- 6.2. We will work with our suppliers, contractors, or sub-contractors to encourage them to improve their environmental performance.
- 6.3. Where possible, we will use local labour and material suppliers in an attempt to reduce our CO2 footprint.

**As we strive for excellence in every aspect of our business, we are totally committed to minimising the environmental impacts of our business operation.**

**As part of this commitment, we will ensure this Policy is reviewed at least annually.**

**The management team endorses these policy statements and is fully committed to their implementation.**

This Environmental and Sustainability Policy and Statement has been approved & authorised by:

Name	Greg Bradford
Position:	Chief Executive
Date:	01 <sup>st</sup> August 2021
Signature:	

**Annex A: CACI Ltd EN002 – Environmental Check List**

**CACI Ltd - Environmental Walk-round Checklist**

The Walk-round checklist will:

- Help you identify all the sources of environmental impact within your business.
- Ask key questions to help you provide evidence for legal compliance.
- Ensure your business is collecting the relevant data for environmental management.

The key areas for environmental impact are energy, water, waste, transport, hazardous materials, business operations, biodiversity, and health.

**Only answer questions that are relevant to your business.**

**Audit details:**

<b>Name of business</b>	
<b>Site/location</b>	
<b>Walk-round checklist conducted by:</b>	
<b>Date of walk-round checklist:</b>	

**Current awareness, monitoring and saving measures:**

Do you monitor any of the following, and if yes, how regularly?						
	Never	Annually	Half yearly	Quarterly	Monthly	Weekly (or more)
<b>Energy</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Water</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Waste &amp; recycling</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Travel</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Paper consumption</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you raise employee awareness to minimise use/consumption of any of the following?							
<b>Energy</b>	<input type="checkbox"/>	<b>Water</b>	<input type="checkbox"/>	<b>Waste</b>	<input type="checkbox"/>	<b>Hazardous materials</b>	<input type="checkbox"/>
<b>Paper use</b>	<input type="checkbox"/>	<b>Travel</b>	<input type="checkbox"/>	<b>Procurement</b>	<input type="checkbox"/>		

**Have you implemented any saving measures in the following areas: energy saving light bulbs, insulation, dual flush toilets, timers etc?**

	Yes	If yes, what measures:
Energy	<input type="checkbox"/>	
Water	<input type="checkbox"/>	
Waste	<input type="checkbox"/>	
Travel	<input type="checkbox"/>	
Paper	<input type="checkbox"/>	
Procurement	<input type="checkbox"/>	

**Have you received any grants/loans for implementation of saving measures?**

Yes	<input type="checkbox"/>	If yes, please specify:
No	<input type="checkbox"/>	

**Do you have an environmental policy?**

Yes	<input type="checkbox"/>	If yes, what are the targets/objectives:
No	<input type="checkbox"/>	
		If yes, how is your environmental policy communicated:

**What training (if any) has been given to employees to make them aware of their environmental responsibilities?**

Trained	<input type="checkbox"/>	If trained, please provide details:
None	<input type="checkbox"/>	

Does your business release any pollutant(s) into the air, land, or water? (e.g. exhaust fumes, chemicals into groundwater).	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, what measures have you taken to minimise the pollutant(s) impact?				
Do you have an environmental permit to do so?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Have you ever received complaints from neighbours about your business activities? (e.g. too much noise, smoke, health & safety).	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, specify:				

Do you have a business continuity plan?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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### Energy:

Tick the main types of energy used by your business:							
Electricity	<input type="checkbox"/>	Gas	<input type="checkbox"/>	Heating oil	<input type="checkbox"/>	Wood pellets	<input type="checkbox"/>
Propane	<input type="checkbox"/>	Petrol	<input type="checkbox"/>	Diesel	<input type="checkbox"/>	LPG	<input type="checkbox"/>
Gas oil	<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Domestic	<input type="checkbox"/>	Naphtha	<input type="checkbox"/>
Lubricants	<input type="checkbox"/>	Coking	<input type="checkbox"/>	Aviation fuel	<input type="checkbox"/>	Aviation spirits	<input type="checkbox"/>
Petroleum coke	<input type="checkbox"/>	Refinery fuels	<input type="checkbox"/> Specify:				
Onsite renewable energy	<input type="checkbox"/> Specify:						
Other	<input type="checkbox"/> Specify:						

### Water:

Do you discharge any materials other than fresh water, into the following?					
Surface water systems	<input type="checkbox"/>	Ground water systems	<input type="checkbox"/>	Public sewers *	<input type="checkbox"/>

\*\*\*\*\* materials other than uncontaminated water and sewage.

**Specialist waste:**

**Do you store or dispose of any of the following?**

- Asbestos
- Chemical wastes
- Brake fluid
- Printer toner
- Healthcare wastes, e.g. syringes, drugs, and dressings
- Electrical equipment containing hazardous components such as cathode ray tubes or lead solder, e.g. computer monitors, televisions,
- Fluorescent light tubes, e.g. energy-saving light bulbs
- Lead-acid batteries
- Oils, including oily sludges (not cooking oil)
- Pesticides
- Solvents, e.g. aerosols
- Fuels & oils.

<b>Do you use/store any hazardous materials on site?</b>	
<b>Yes</b> <input type="checkbox"/>	<b>Please specify materials:</b>
	<b>How do you control the risks from hazardous materials?</b>
<b>No</b> <input type="checkbox"/>	<b>Please go to next question</b>

**Waste:**

<b>Do you do any of the following?</b>			
<b>Audit/record waste</b>	<input type="checkbox"/>	<b>Recycle materials</b>	<input type="checkbox"/>
<b>Reuse materials</b>	<input type="checkbox"/>	<b>Recover materials</b>	<input type="checkbox"/>
<b>Use authorised waste carriers</b>	<input type="checkbox"/>	<b>Check authorisation certificates</b>	<input type="checkbox"/>
<b>Require a license for disposal</b>	<input type="checkbox"/>	<b>Compost waste</b>	<input type="checkbox"/>
<b>Have an EA permit</b>	<input type="checkbox"/>		



Use the table below to help identify your waste streams:

	Waste description	Collection method: by contractor, taken home, part of general waste	Container type	Collection frequency	Main contractor: (e.g.) Viridor, Biffa, District Council, Other / state (please include license number)
General / Recycling	General waste				
	Paper and cardboard				
	Plastic, cans, glass				
	Confidential waste				
	Printer/toner cartridges				
Hazardous waste	Fluorescent tubes and bulbs				
	Electrical and electronic items				
	Batteries				
	Waste chemicals/oils				
	Hygiene/sanitary waste (+ nappies)				
	Other				

Do you use any of the following?			
Fleet vehicles	<input type="checkbox"/>	Employee's vehicles	<input type="checkbox"/>
Public transport	<input type="checkbox"/>	Freight transport	<input type="checkbox"/>
Cycling	<input type="checkbox"/>	Walking	<input type="checkbox"/>
A travel plan	<input type="checkbox"/>	Fuel/vehicle/speed monitoring	<input type="checkbox"/>
Regular vehicle checks	<input type="checkbox"/>	Engine noise/idle reduction	<input type="checkbox"/>
Alternatives to travel (e.g. video/web/teleconferencing, home/tele/remote work)			<input type="checkbox"/>

### Biodiversity:

Do you have on site:			
Wildlife habitats/features	<input type="checkbox"/>	Protected species	<input type="checkbox"/>
Is biodiversity considered in landscaping, or land management of the site?			
Yes	<input type="checkbox"/>	Please specify:	
No	<input type="checkbox"/>		

**END of checklist**

### Action Plan

1. ***Re-read your checklist and look for any items that you could not answer or were negative.***
2. ***Are any of these actions ones that you may need to address? Prioritise the most important ones and set actions to resolve them.***

<b>Checklist report</b>			
<b>Issue requiring attention</b>	<b>Action required</b>	<b>By (Name and date)</b>	<b>Complete</b>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>