



ENVIRONMENTAL POLICY

" Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has ". - Margaret Mead



SIR Move Services Pte. Ltd.

49A Joo Chiat Place.
Singapore 427773.

Phone: 65 6534 7345

Fax: 65 6534 7348

Enquiries:

talk2us@sirmove.com

Website: www.sirmove.com

SINGAPORE . MALAYSIA

Member Of

 **The SIR Group**





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Standard Operating Procedure

ENVIRONMENTAL PROCEDURE

Type: Environmental Policy	Ownership & Accountability: ALL	Supervisor: Director of Operations, James Charley
Quality Control: James Charley	Last Updated: 14/08/19	Author: Shyla Mathews

Overview:

SIR Move Services believes that businesses are responsible for achieving good environmental practice and operating in a sustainable manner.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all, it is also a matter of delivering on our duty of care towards future generations

S/N	Description	
1	<p>Our environmental policy is to:</p> <ul style="list-style-type: none"> Wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice. Minimise our waste and then reuse or recycle as much of it as possible. Minimise energy and water usage in our buildings, vehicles and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable. Operate and maintain company vehicles with due regard to environmental issues as far as reasonably practical. Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community. As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same. Assess the environmental impact of any new processes or products we intend to introduce in advance. 	Environmental Policy



	<ul style="list-style-type: none"> • Ensure that all employees understand our environmental policy and confirm to the high standards it required. • Address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned. • Update our Environmental Policy annually in consultation with staff, associates and customers • Recognize that our operations will have an impact on the local and global environment and as such we are committed to the continuous exploration and development of procedures, systems and working practices that reduce the pollution and impact generated during the normal course of our business while ensuring our products remain of the highest quality. • We shall strive to improve facilities and equipment and to manage maintenance as well as promote the installation of energy efficient equipment. • We shall strive to purchase and use Eco Mark products and promote recycling activities. • We shall strive to suitably dispose of waste materials and to limit the generation of such materials. 	
2	<p>Recognizing and understanding the abovementioned policy means that we can reduce, offset, mitigate or eliminate our carbon use where possible and practical, allowing us to set clear objectives which we can monitor, manage and improve.</p> <ul style="list-style-type: none"> • Ensure that raw materials are preferentially sourced from quarries conforming to acceptable environmental standards with particular regard to:- • Training programmes are in place to ensure that all personnel are aware of their responsibilities to the environment and understand and accept their individual and collective duty. • Use materials efficiently minimising the waste of resources. Consider the environmental impacts of any new products and developments of current products. • Promote and improve energy efficiency throughout our operations including the use of public transport where possible, car sharing, journey planning, as well as looking at energy use within our offices and production facilities. • Minimise waste, promote the reduction of wastage, encourage re-use and recycle resources wherever practical. • Continue to research suitable recycled materials and formulations. We currently offer a range of recyclable materials. 	Policy Actions
3	<p>Our companies shall strive to make this policy known throughout the Group and conduct environmental training to heighten the awareness of all employees of environmental issues and to encourage autonomous participation in environmental preservation activities.</p>	Employee Awareness & Participation



4	We endeavour to keep our employees informed of the company's environment policy and of the environmental implications of their actions within the workplace. The company's environmental aims and objectives are also communicated to employees, customers, partners and suppliers. Providing appropriate training ensures staff awareness of this policy. This policy statement is on display at company premises and is made available to the public via our website.	Employee Awareness
5	This policy is implemented through our environmental management systems and changes to this policy are driven by audit results, changing circumstances and the commitment to continual improvement.	Updating of Environmental Policy
6	<ul style="list-style-type: none"> • Item(s) must be in a reasonably good condition • Complete a Furniture Donation Form including a description of the item(s) and dimensions • Photograph the item(s) – this will assist us to assess whether the item(s) are suitable and to add the pictures to the online catalogue • Forward the donation form with the photograph(s) to Operations 	Procedures for Donating items to the Warehouse
7	<p>As part of our continuing drive to save paper, we encourage employees to print less and limit the number of colour printouts if printing is needed.</p> <p>All office waste is segregated into three waste streams: paper and cardboard; cans and plastic bottles; and general waste.</p> <p>Paperless Billing</p> <p>We ensure that our customers can receive their bills online through our ecommerce system, reducing the amount of paper used by us.</p>	Waste Reduction in our Offices
8	We aim to review our environmental policies and procedures regularly to improve our performance and quality. All employees are made aware of this policy and their responsibilities for environmental issues. We are committed to becoming a truly sustainable business. This means having the ability to continue providing our customers with high quality products and services in ways that enhance the environment.	Regular Review of Policies
9	All recycling materials are stored and sold to selected recycling vendors on a regular basis. The warehouse manager is in charge of this task and to update the Operations Director accordingly.	Clearance of recyclable materials
10	Progressive change to moving to E-Files with Moveware, where all client documentation for the move from start to finish is stored in Moveware. Emails are not printed but archived for use at a later date when required.	E-Filing System