



J W MUIR GROUP plc

Environmental, Waste and Sustainability Policy



Reviewed: October 2008

Introduction

As a major building contractor in Scotland, The Muir Group's operations play a significant part in developing the built environment in our area of operations. In order that these operations contribute to the improvement of the environment we have developed an Environmental, Waste and Sustainability Policy.

The J W Muir Group plc and its associated companies are committed to protecting and enhancing the environment in which we operate. The company prides itself on its willingness to shoulder responsibility for its actions, and strives for sustainable construction and continued improvement in environmental performance where practical and appropriate.

Muir carry out operations in a manner designed to minimise environmental impact on our surroundings and maintain compliance with current legislation, best practice and client specifications, while ensuring a balance between economic, environmental and social issues.

Where the company is involved in the design or promotion of sustainable options we work closely with the design team, other contract parties and our supply chain to develop good environmental practices and solutions, energy efficiency and use of sustainable materials. Through the use of sustainable resources and continued re-use, recycling and waste minimisation we help to reduce the demand on the environment's natural resources.

This environmental policy is reviewed on an ongoing basis as developments and improvements are made, to ensure it remains relevant.

This policy has the full support of our Directors, who ensure through their staff that the policy is understood, implemented and maintained at all levels of the organisation, directing all employees to comply with its requirements and procedures.

Muir makes a commitment to;

- Regularly assess and understand the impact of our business processes and objectives with a view towards recycling, reducing, elimination and control of these impacts
- Continually review and keep records of site specific environmental procedures and issues as they arise
- Dispose of processed waste in accordance with our Waste Management Policy
- Achieve higher standards of environmental performance through setting realistic and achievable targets appropriate to our business circumstances
- Operate a thoughtful buying process selecting where possible materials and services less damaging to the environment
- Improve efficiency and reduce energy consumption
- Manage our buildings and construction sites in an environmentally sympathetic manner
- Reduce environmental pollution through reducing the effects of noise, dust disturbance and public inconvenience from our operations
- Adopt the policy of meeting the needs of the present without compromising the ability of future generations to satisfy their own needs
- Consider whole life costing and energy efficient construction methods to maximise the efficiency of buildings and reducing running costs
- Ensure understanding of environmental issues amongst staff, clients, sub-contractors and suppliers as well as any other party affected. Raise awareness of partners of their impact on and responsibilities to the environment
- Maintain a healthy working environment for employees
- Improve internal quality through lighting, thermals, acoustics and air quality
- Use natural lighting and ventilation where practicable
- Work with design teams on the specification of materials to avoid common sustainability problems. Utilise experience from the whole team to design out maintenance problems

Current initiatives:

- We are working with **Envirowise** to design and implement Site Waste Management Plans
- We are encouraging the increased segregation and recycling of waste both on site and from our head office and timber frame company
- We work with **NISP (National Industrial Symbiosis Programme)** to source and dispose of soils and aggregates, utilising their database and expertise to minimise landfill and transportation
- We are working with **The Business Environment Partnership** to look at our energy and water use to identify ways to reduce consumption and are also developing an Energy Action Plan to set future targets for improvement
- We are working with waste management companies to look at the best solutions for wastes on each site
- We are working with the **Scottish Construction Centre** to look at new Key Performance Indicators which will monitor our environmental performance
- We are members of the **Green Business Fife** Steering Group, who provide information and training on environmental issues for local companies, and are also a sponsor of the new Fife Environmental Awards taking place in March 2009
- Recycling of all office paper and cardboard, with further steps planned to recycle other wastes including plastics and drinks cans
- Recycle all toner cartridges and IT equipment
- Increased project efficiency through more efficient use of resources i.e. labour, plant, energy, materials and water
- Continual research and investigation into industry development of modern materials and insulations to ensure peak efficiency
- Corporate Membership of the **John Muir Trust**, supporting the protection of wild places
- Sourcing of timber through the **Forest Stewardship Council** to ensure sustainability
- We are working with the **BRE (Building Research Establishment)** on Lean Construction Principles to improve our on-site and office efficiency through the planning and use of labour, materials, plant, energy and water
- Utilising all guidance provided by **WRAP, Netregs, The Energy Saving Trust, SEPA** and others to develop and improve our performance

Waste Management Policy

The J W Muir Group plc is committed to reducing its impact on the environment by managing its waste in an efficient and sustainable manner.

The cost of waste disposal is on the rise, with landfill tax expected to continue to increase each year. Putting waste into landfill is not sustainable and as an industry we need to learn to do more with less. It is important to make better use of resources, putting materials to better use and reducing our impact on the environment.

Objectives

Every employee of the Muir Group should take reasonable steps to minimise waste they produce. Where there are materials that are no longer required the following procedures should be followed;

Reduce:

Avoid the need to discard materials in general. Work with the Buying Department to ask suppliers to take back any packaging or re-useable items. Carefully measure the volume of materials required to avoid over-ordering. Check stock levels to avoid materials becoming unuseable or damaged.

Re-use:

Just because you no longer need an item does not mean another site or department can't make use of it. Check with the Buying Department before you dispose of anything. Surplus or re-useable materials and stationery items are stock-piled for re-use.

Recycle:

Segregation of materials for recycling is essential for the reduction of waste. We are working towards making provision for a growing number of wastes to be recycled on site and at head office.

Site Waste Management Plans are being designed to identify and control waste streams on site.

We are working with waste companies to look at recycling materials at head office, including wastes from Muir Timber Systems.

Disposal:

The last resort. Any disposal of waste must comply with the Environmental Protection Act 1990 Duty of care, and any Muir procedures.

Organisation and Management

All employees are responsible for adhering to this policy and company procedures.

Employees are responsible for control over the use of materials in an efficient manner. Printing of electronic documentation and photocopying should be minimised, and all wastes recycled where facilities exist.

Site Managers are responsible for ensuring that appropriate waste management initiatives are set up and implemented on site, and wastes removed by registered and approved waste contractors through the plant department. They are also responsible for ensuring that all sub-contractors are made aware of our policy, and their responsibilities, before starting on site.

The Plant Manager is responsible for ensuring that appropriate, competitive and legal methods of waste disposal are sourced to meet site and yard requirements. He is also responsible for minimising transport of materials and plant where possible.

Department Managers are responsible for ensuring that materials are not ordered if alternatives are available from re-useable stock within the office. e.g. lever-arch files, desk trays etc, and that all stationery that can be reused is reported to the Buying Department for return or re-use.

The Quality, Safety & Training Co-ordinator is responsible for ensuring that employees are taken through our Waste Policy as part of their induction process, and that training is provided on how to adhere to the policy.

They are also responsible for ensuring that all waste legislation is enforced through audits, and that our Quality Management Systems is kept up to date as waste legislation changes.

They are responsible for updating our Quality Management Procedures and Work Instructions to implement the Waste Management Policy.

The Safety Officer is responsible for ensuring the safe management, storage and handling of waste on site, working with the Quality Co-ordinator on training and procedures for employees and sub-contractors.

Directors are responsible for ensuring company-wide compliance with appropriate legislation, and for company procedures to reflect this legislation.

They are responsible for modernising business practices to minimise waste.

The J W Muir Group plc will;

- Reduce waste arising from its operations and implement good waste management practices in accordance with policy and legislation.
- Reduce its consumption of materials whenever practicable and encourage and enforce reuse and recycling by its employees, suppliers and sub-contractors.
- Encourage the use of electronic communication and discourage the unnecessary printing of e-mails and drawings.
- Where practicable, buy and promote the use of environmentally friendly products, avoiding non-recyclable materials, and products that are polluting in their production or use.
- Try to purchase items with minimal packaging.
- Look for sources of re-use or recycling for all wastes produced, located as close to their production as possible, or internally between sites or departments.
- Adhere to all waste legislation.
- Review our Waste Management Policy and procedures on a regular basis, setting targets for improvement and waste reduction.
- Encourage all employees, suppliers and sub-contractors to help in the implementation of this policy.
- Gain the reputation as a waste-aware company, committed to waste reduction and conservation of the environment.

Muir^{TM®}

Group

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