



Low Carbon Policy Statement

1. DOCUMENT INFORMATION

1.1. Purpose

To document and communicate the Low Carbon Policy of Otaga Limited and the associated organisational responsibilities to ensure this policy is implemented.

1.2 Scope

This policy covers all activity carried out on behalf of Otaga Limited.

1.3 Affects

This document affects all Otaga Limited employees and contractors under the control of the Company.

1.4 Revision History

Rev	Date	Remarks	Author	Approved
01	30.03.10	First Issue	DD	ROK
02	17.10.2011	Header footers and Document references	DD	ROK

2.0 STATEMENT OF COMPANY LOW CARBON POLICY

2.1 Introduction

As a leading supplier of Building Services, Otaga Ltd recognises that the protection of the environment in the form of the minimisation of Carbon Emissions forms an integral part of its business objectives and is a prime responsibility of all staff.

2.2 Accordingly, its policy with regard to Carbon Emissions is to:

- Regularly assess the environmental impacts of its activities and, based on the results of the assessments, set annual objectives and targets for the continual improvement of the Company's performance.
- Comply with all relevant legislation and those environmental standards and codes of practice to which it may subscribe.
- Introduce appropriate procedures and systems to ensure the prevention of carbon pollution and minimise its use.
- Minimise the use of carbon based transportation
- Maximise the use of available technology (Internet, Webex etc) to minimise travel
- Utilise a distributed workforce to provide labour as close to the engagement as is practical.
- Ensure the appropriate recycling mechanisms are utilised.

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2.3 Organisation and Responsibilities

These will include:

- Monitoring its compliance with regulatory, national and Company standards and taking action to ensure the compliance is maintained.
- Ensure that all Company staff, and others working on its premises, are made aware of its Low Carbon policy and the requirements by training and awareness briefings.

2.4 Communication and Training

We have established an internal communication system to ensure that through induction, team briefings, training and regular review meetings all management, operatives and subcontractors are informed and updated on Otaga Ltd.'s policies and arrangements.

Senior Management Reviews are held on a regular basis to assess the performance and to review on a planned basis the systems and procedures in place.

This policy is reviewed annually to ensure that it remains relevant and effective in achieving the company's aims and commitments.

This Policy is freely available to any person or party via our website www.otaga.co.uk Persons without access to the internet may request a copy in writing to the under-signed.

Signed _____

Director,
OTAGA LIMITED.

Dated _____

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