ICTS Environmental Policy

2020

Policy Title	Environmental Policy	Policy No.	1
Owner	Environmental Manager	Date Issued	February 2020
Author	Environmental Manager	Date Expiry	February 2021
Scope	This Policy applies to all sectors and functions of ICTS business		
Responsibility	The Policy owner is responsible for ensuring that this policy remains current and up to date and shall formally review the policy on an annual basis.		

ENVIRONMENTAL POLICY

The ICTS goal of environmental management is to protect and enhance the environment by improving environmental performance and by avoiding or reducing environmental pollution, where technically, organisationally, and economically feasible. Extensive external Auditing (in compliance with ISO 14001) and self-monitoring within the scope of a continuous corporate eco audit program are essential elements of environmental management. The two guiding principles of our environmental management efforts are: accepting responsibility and ensuring transparency.

Accepting greater responsibility means going beyond the minimum legal compliance and voluntarily do all we can to effectively protect the environment.

The ICTS environmental management system's goal of improving environmental performance must also be seen against this background. This system allows ICTS to implement at all levels and for all functions the company's commitment to environmental protection as formulated in its business mission. The company's environmental policy is reflected in concrete goals and measures, and it is implemented in daily business operations as well as in the products and services of the company

Sustainability, based on economic, ecological and social criteria is now a top priority. With its new corporate vision and goal, ICTS emphasises its commitment to its stakeholders - customers, suppliers, shareholders, employees and neighbours - by making environmental management a key issue of future corporate strategies.

ICTS ACKNOWLEDGES ITS RESPONSIBILITY TO THE ENVIRONMENT

To maintain our connection with nature, ICTS has made a special commitment to environmental protection, prevention of pollution, and environmental sustainability. We believe that environmental protection does not stop at our workplace boundaries and we go beyond what is legally required of us.

ENVIRONMENTAL PROTECTION IS EVERYONE'S RESPONSIBILITY

Our employees understand the importance of commitment and participate actively to achieve common goals. They are willing to assume responsibility and stand by the results of their actions. Clear and decentralised management of responsibilities allows sound decision-making. Environmental awareness is promoted among ICTS staff at all levels. Management and employees communicate with each other in a concerted effort to improve environmental protection in all areas of the company including:

Paper Usage:
- ICTS uses paper that is produced using ECF (Elementary Chlorine Free) Pulp, produced in mills that are ISO 9001 and 14001 certified and EMAS - Registered (EU's Eco Management and Audit Scheme)
- All paper is from well managed forests and sustainable sources
- We do not print unless necessary and duplex prints whenever possible
- We use the reverse side of (non-sensitive) printed paper for taking notes
- All used paper is collected monthly and recycled by the Foremost Recycling Co
- Emails and electronic communications are not printed unless a physical copy is specifically required

Packaging:

- ICTS orders our administrative materials once a month to reduce vehicle usage and extraneous packaging
- Packaging material is re-used where possible
- Unusable packing material is mechanically compressed on site before being collected for recycling

Ink and Toner recycling:
- Used inkjet and laser toner cartridges are collected by Computer Aid International – a charity that recycles the items, raising funds to provide professionally refurbished IT equipment to schools, universities, hospitals and not for profit organisations in developing countries

Water:
- ICTS has replaced water bottle dispensers with energy efficient tap-water filter units for both hot and cold drinks. These reduce bottle wastage and reduce energy consumption by chilling/heating only the required amount of water each time
- ICTS has invested in Reusable Water Bottles for every employee

Power:
- ICTS uses energy efficient lighting in its offices
- ICTS utilises networked, multi-functional devices
- All air-conditioned offices have independent thermostats
- All lights, desk top computers, monitors and air conditioning are turned off at the end of the day

Transport: ICTS adopts proactive measures to minimise the carbon footprint of vehicles used in operational situations throughout the UK. This is implemented on many levels.
- Careful consideration is given to providing the right type of vehicle for specific contractual need. Having a vehicle of an appropriate size with the correct combination of passenger and load carrying capability eliminates unnecessary journeys and fuel use.
- Vehicles are sourced principally from manufacturers who are at the forefront of 'Green' technology. Replacement vehicles added to fleet during 2010 all meet the latest EU emissions standards, and when available have been ordered with DPF (Diesel Particulate Filter) technology to further reduce emissions.
- Operational vehicles added to the UK fleet all have a comprehensive maintenance contract to ensure cars and vans are kept in mechanically sound condition, optimising both clean and efficient operation and fuel consumption.
- Internal systems ensure that safety checks and inspections are implemented at appropriate intervals and a reporting structure keeps documented records.
- Nearly all vehicles are deployed on specific operational requirements of the business. Most 'perk' cars have been phased out of the business.
- Selective use of alternate fuelled vehicles (LPG) has been implemented. This is an area the company will be watching closely and awaiting further developments in vehicle technology.
- Business managers will continue to monitor performance of the vehicle fleet and the type of vehicle operated, with reference to wider Corporate Social Responsibility and reductions where possible in journeys undertaken and fuel used.
- ICTS promotes the use of cycles for our employees. Our own offices provide free, secure cycle parking and shower facilities for employees wishing to cycle or walk to work
- ICTS have arranged reciprocal arrangements with several of our rail clients so that employees can use their services for free while travelling to and from work and to meetings

- ICTS only maintain two car park spaces in our central London offices. ICTS strongly discourages car travel into central London. All parking and congestion charge expenses must be approved in advance by the Director of Operations
- Maintaining a safe, and environmentally positive vehicle fleet is a key plank in our business strategy and will continue to be proactively managed.

CONTINUOUS IMPROVEMENT TO ENVIRONMENTAL PROTECTION

The ICTS goal is to help conserve valuable resources for future generations. This is consistent with our environmental management system. We continually strive to improve the company's environmental protection and prevent adverse impacts. Where this is not feasible, we seek solutions that cushion the impact on the environment and conserve natural resources. Whenever economically feasible, we give preference to the deployment of leading-edge and environmentally friendly technology.

SYSTEMATIC ENVIRONMENTAL AUDIT

Consistent with our environmental policy, ICTS regularly conduct Internal audits which determine whether business practices conform to its environmental policy and objectives. Should any discrepancies arise, remedial action can be taken. Moreover, by ensuring compliance with all legal and regulatory requirements, environmental incidents and associated impacts can be prevented.
External Environmental Audits are completed annually by an ISO 14001 auditor.

ICTS MONITORS AND EVALUATE OUR IMPACT ON THE ENVIRONMENT

We monitor our impact on the environment with an Aspects and Impacts Risk Assessment Register and Legal Compliance Register that are reviewed on an annual basis by the Environmental Manager and by regular review of self-assessment forms submitted by management.
By regularly collecting essential data, ICTS can monitor, analyse and assess the effects that its operations have on our work sites and surrounding areas. This enables us to determine and evaluate the effects of new activities, new products and new procedures in advance.
We report fully the environmental performance of the organisation to stakeholders in a clear and concise annual report.

Our 2021 target is to achieve 100% in our ISO 14001 environmental recertification audit.

Key Performance Indicators

KPI's are produced, analysed and reported annually in our Annual Environmental Directors Report.

Our Top KPI's for 2020 – 2025 are as follows:

Issue	Description	Target	By when
Carbon	Scope 1 Emissions	5% Reduction	2021
Recycling	IT Recycling Scheme	2% Increase	2021
Recycling	Confidential Wastepaper	5% Increase	2021
Water	ICTS Water Bottles	5% Increase	2021

ICTS IS OPEN TO DISCUSSION

ICTS pledges to maintain an open dialog with the surrounding communities. ICTS is very aware of its social responsibilities to maintain partnerships and open lines of communication. Furthermore, the company strives to promote environmental awareness in our workplace by making all pertinent data and information available to the public.

In efforts to mitigate our company's impact on the environment, ICTS works in close cooperation with the regulatory agencies. ICTS conduct all discussions concerning the environment in an open and honest way, in tandem our customers.

RESPONSIBILITY & PERSONAL AWARENESS

While all employees are required to accept responsibility for minimising any environmental impact their duties and workplace may have, implementation and management of our environmental policy will be the direct responsibility of ICTS Regional, Site and Station Managers.

ICTS tries to instil environmentally responsible values into all our employees. To do this, ICTS informs them of the impact they create within the environment and how reducing this impact can have a positive personal effect for them as well as the environment in general.

ICTS fosters a positive atmosphere that encourages employees to consider and discuss the environmentally responsible ideas it advocates. Through the use of **posters, emails, employee literature** and **training sessions**, ICTS aims to inform employees of how reducing their environmental impact can save them (and ICTS) money in terms of reduced energy consumption and waste production (both at work and at home). ICTS also provides healthy transport options by providing the facilities they require to cycle or walk to work and create a more environmentally responsible, socially aware place to work.

INVESTMENT

ICTS' commitment to improving our environmental performance is reflected in several areas of key investment:

Manpower Resources Investment
- Development of environmental procedures
- Raising environmental awareness of staff
- Production of environmental resources (posters, training material, emails)
- Sourcing of environmentally responsible consumables
- Sourcing environmentally sounds methods of waste disposal
- Head Quarters Administration support for environmental initiatives (e.g. cycle to work scheme)

Financial Investment
- Fees for environmentally sounds methods of waste disposal (paper and packing recycling)
- Conversion of certain vehicles to LPG
- Commitment to determining and reducing carbon footprint – professional fees

Signed

Name: Andy Kynoch

Position: Managing Director

Date: 01/02/2020