

**werfen**

# POL02. Environmental Policy

**Version Control**

Versions			
Version	Date	Author	Modifications
00	11/11/2022	S. Blemings	Updated content and rebranding.
	22/03/2023	F. McSharry & K. Naidu	Objectives updated for 2023.
01	31/03/2023	F. McSharry	Expanded PHEV, BEV & ICT to full name.

**Document ownership and status**

Document owner	Issuing department	IMS Process
Quality & Regulatory Manager	Quality	Management System

Document status	APPROVED
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**Distribution list**

Areas/Departments
Werfen in the UK (all departments)

**ISO standard section:**

ISO Standard Clause	Description
5.2 (ISO 14001:2015)	Environmental policy
6.2.1 (ISO 14001:2015)	Environmental objectives

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## 1. Purpose

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Werfen believe in the importance of sustainability for our **people** (socially), our **planet** (environmentally), and our **profitability** (economically).

Werfen worldwide are a signatory of the UN Global Compact, and we commit to the UN Sustainable Development Goals.

For Werfen, sustainability is operating our business whilst satisfying the needs of our employees, partners and customers, now and in the future, without compromising the needs of our planet and our future generations, while remaining profitable.

Werfen in the UK are vigilant in protecting the environment by minimising the negative impact of its companies' operations and by promoting the sustainable use of natural resources, protecting and where possible enhancing the environment by reducing the environmental impacts, preventing pollution, mitigating, and adapting to climate change and a low carbon future and complying with all applicable environmental laws, rules, regulations and aligning with Werfen headquarters in Spain goals which can be found on our website <https://www.werfen.com/en/about-werfen>.

## 2. Scope and applicability

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The Environmental policy applies to all employees of Werfen Ltd. and any suppliers, contractors, or visitors to Werfen Ltd.'s premises.

The Environmental policy also applies to staff who are working from home or remotely from the office.

## 3. Environmental Policy

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Werfen Ltd. recognises that its activities impact the environment in several ways, most significantly through our emissions from:

- Business travel and commuting by road, rail and air
- Energy use, in the buildings we occupy, and for our home workers
- Our upstream and downstream outsourced logistics for product supply

We also recognise a significant accumulation of lower impact activities, such as:

- Ongoing purchase and use of paper
- The water utilised by the buildings we occupy
- The waste we generate

In recognising this, Werfen Ltd is committed to protecting the environment and continually improving its environmental performance by:

- ensuring compliance with all relevant legislation and standards, and the expectations of our customers and other key stakeholders
- ensuring our systems and procedures seek to minimise and if possible, prevent pollution
- ensuring our suppliers are aware and encouraged to support our environmental commitments, by reducing their own impact, thus assisting Werfen in working towards our environmental goals and striving for continual improvements.

Specifically, we will:

- Undertake 'Carbon Footprint Analysis' on an annual basis, certified by a 3<sup>rd</sup> Party organisation, with data reported in the public domain.
- Undertake a regular external Energy Savings audit to look for opportunities to improve energy efficiency within our organisation
- Comply with Streamlined Energy & Carbon Reporting (SECR) requirements
- Ensure 100% clean energy use in our building, through both local PV Solar generation and certified renewable sourced grid supplies
- Reduce emissions from business travel by actively migrating our fleet vehicles to Plug-in hybrid electric vehicles (PHEV) and Battery electric vehicle (BEV) vehicles.
- Engage with our logistics suppliers to drive improvement in the environmental impact of their services
- Work with our customers to ensure optimally consolidated shipments to reduce emissions
- Target reduction in paper consumption through staff awareness and increased use of electronic communication and data storage

In order for Werfen Ltd to realise these commitments, environmental performance is driven by the monthly Business Review Meeting (BRM) and through an internal Sustainability working group which is chaired by the General Manager. The Senior Management team and Sustainability working group work to reduce these key environmental impacts by addressing the findings and suggestions from:

- Carbon Footprint Analysis which quantifies our CO<sub>2</sub>e emissions (*certificate supplied*) and the actions needed to reduce them
- Sustainability Group initiatives and targets

In addition, there are specific policies that address the individual environmental impacts:

- from our use of ICT hardware via **POL12 IT System Security Policy** which covers data security and recycling.
- from our business mileage via **POL41 Expenses Policy**, which encourages journey planning and alternative modes of transport.
- from our company cars, the Policy for **Driving for Work Policy POL40**.
- from our suppliers through our **Supplier Process (PR11)**.

To realise our environmental objectives Werfen Ltd both recognises the need for and is committed to communicating our environmental objectives to our suppliers, employees, customers, and wider stakeholders and interested parties (**DRC-27 Werfen Interested Parties and Communication Matrix**). This is achieved via our supplier and purchasing processes, engagement with our customers to present our sustainability activity and our existing communication channels to employees including newsletters, team meetings and the staff induction processes.

This policy and the actions arising from it will be reviewed as part of the ISO Committee meetings & BRM which involves Werfen Ltd.'s senior management team.

## 4. Roles, responsibilities and authority

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This policy is produced by the Senior Management team of Werfen UK and is approved by the General Manager and the Quality & Regulatory Manager.

The responsibility for implementing Werfen UK Limited Environmental Policy lies directly with management at all levels through to all employees.

Employees are responsible for working to the values stated in this policy and to report any environmental incidents as they occur to their appropriate manager.

## 5. Objectives

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Senior management of Werfen Ltd. have set objectives within the scope of the environmental management system as follows:

### 5.1 Carbon Reduction & Delivering 'Net Zero'

- To reduce our Scope 1 & 2 CO<sub>2</sub>e emissions by 50% by 2030, from a baseline year of 2019
- To monitor and reduce overall Scope 1, 2 & 3 emissions in CO<sub>2</sub>e per employee by 65% by 2030 from a baseline year of 2019".
- To achieve 'net zero' for the direct emissions of our UK organisation and services by 2040
- To achieve 'net zero' for all emissions we can influence by 2045
- To be a 'net zero' supplier for products and services as a WorldWide organization by 2050

### 5.2 Waste management

- Reduce paper use by 20% during 2023 vs 2021
- Continue to ensure 'zero waste to landfill' is met
- Encourage and implement initiatives to increase our percentage of 'recycled' material versus refuse derived fuel generation
  - Electrical recycling to comply with WEEE
  - Re-use or donation of unwanted electronic devices (subject to data protection requirements being achievable)
  - Recycle all paper and printing consumables
- Dispose of any biological materials, consumables or other items that may have come in contact in the appropriate yellow hazardous bins.
- Ensure that any liquid waste from analysers in-house is disposed of responsibly and legally.
- Use short, dated reagents and consumables wherever possible for demonstrations, evaluations and post repair checks, in line with sales objectives, to minimise waste.

- Liaise with the European Distribution Centre to seek conformity for our packaging around relevant EU and UK legislation (reduce packaging).
- As part of customer training encourage the responsible and legal disposal of waste from analysers.
  - Ensure Safety Data Sheets (SDS) are available to all customers to allow them to perform COSHH analysis.

### 5.3 Transport and Travel

- Reduction in Company Car CO2e emissions generated by 10% during 2023, and 15% during 2024, when compared to 2021 emissions.
- Increase percentage of fleet to fully electric by 10% by the end of 2023 and 30% by the end of 2024.
- Consolidation of warehouse facilities and the location of appropriate storage facilities relative to manufacturing sites and our end users has been devised to minimise transport requirements.
- Engage with our logistics suppliers to drive improvement in the environmental impact of their services.

### 5.4 Environmental education and awareness

- Raising awareness to our staff to understand how they can improve the environment through their behaviour both in work and at home.
  - Werfen WeLearn Sustainability training module to be completed by **95%** staff by the end of 2023.
  - Promotion of Werfen Sustainability activities via LinkedIn
  - Inclusion of Sustainability actions within the Werfen Staff newsletter

## 6. Measurement, monitoring and policy compliance

Werfen Ltd record and monitor performance indicators to monitor compliance with this policy within the **Objectives Monitoring Spreadsheet (DRC-215)**.

These objectives will be periodically reviewed during various meetings held within the organisation and recorded within the meeting minutes:

- Sustainability meetings
- ISO Committee meetings
- Business Review meetings

On an annual basis a management review is performed of the Environmental Management System and a report is generated (**EMS Management Review Report (DRC-897)**) and issued by the Quality department to Top Management.

In addition to the monitoring arrangements described above Werfen may undertake additional monitoring as a response to the identification of any gaps, or as a result of the identification of risks arising from by incidents, external and internal audits, or other sources of information (i.e. change in legislation).

Werfen will regularly monitor and audit for compliance with this policy.

Employees that do not adhere to this policy may be treated as misconduct and may be subject to disciplinary action under our Disciplinary Procedure (**POL49**).

## 7. Changes to this policy

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We reserve the right to change this policy at any time, where minor changes are made, which do not significantly affect this policy we will notify individuals about those changes by email.

On significant or fundamental changes to this document, individuals will be expected to review and agree to be bound by its conditions. If training is required, this will be performed and recorded within SAP Training module.

Once agreed individuals are subject to the new conditions of use from that date forward.

The policy will be freely available through SAP for employees to review.

This policy will be reviewed at least on an **annual** basis, and where changes in legislation occur, more frequent.

## 8. Risks and opportunities

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Risks relating to this policy can be obtained from the **Werfen Risk Wizard System**.

<b>Risk Register:</b>	<b>Filter:</b> Standards – ISO 14001
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## 9. Related documents

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Document reference	Document name
<b>POL12</b>	IT Systems Security Policy
<b>POL40</b>	Company Car and Driving for Work Policy
<b>POL41</b>	Expenses Policy
<b>POL49</b>	Disciplinary Procedure



## 10. Appendices

Controlled Documents					
Appendix Number	DRC Reference	Document Name	Template Document Server Location Path	Completed Document Filing Location	Document Format
1	DRC-897	EMS Management Review Report	X:\Controlled_Documents\ Environmental Management System	<b>Quality</b> network folder	Electronic
2	DRC-215	Objectives Monitoring Spreadsheet	X:\Controlled_Documents\ Quality	<b>Quality</b> network folder	Electronic
3	DRC-27	Werfen Interested Parties and Communication Matrix	X:\Controlled_Documents\ Quality	<b>Controlled Documents</b> network folder	Electronic
EXTERNALLY CONTROLLED DOCUMENT					
4	EXT No. 64	WEEE Registration Certificate	X:\Controlled_Documents\ EXTERNAL CONTROLLED DOCUMENTS	X:\Controlled_Documents\ EXTERNAL CONTROLLED DOCUMENTS	Electronic
5	EXT No. 66	Carbon Footprint Certificate	X:\Controlled_Documents\ EXTERNAL CONTROLLED DOCUMENTS	X:\Controlled_Documents\ EXTERNAL CONTROLLED DOCUMENTS	Electronic

### For and on behalf of Werfen UK

**Signed:** 

**Date:** 31<sup>st</sup> March 2023

**Name:** Fiona McSharry,  
**Quality & Regulatory Manager**

**Signed:** 

**Date:** 31<sup>st</sup> March 2023

**Name:** Richard Hames,  
**General Manager**