


COMMUNICATION PROCEDURE

Scope

The organisation is committed to operating in a manner sensitive to the environment and conserving natural resources and has created an Environmental Management System which contains its Environmental Procedure, Environmental Policy and Emergency Procedure. The organisation recognises that internal communication is important to ensure the effective implementation of the Environmental Management System. Similarly, the organisation must respond to relevant communications from interested external parties.

Procedure

- **Internal Communication.** Management have identified sources of potential accidents and emergencies and will ensure that correct procedures are in place to eliminate or minimise consequences via Environmental Performance Evaluations and Improvement Logs. The Environmental Manager is responsible for conducting regular team briefings to ensure that all employees are aware of the aspects and objectives identified in the Environmental Performance Evaluations and their responsibilities in achieving objectives and minimising risk. In particular, the Environmental Manager must ensure that the Emergency Procedure is available to, and understood by, all employees. The effective application of this Procedure is to be reviewed at each Management Review meeting. The Quality & Environmental Management System manual is held by the Managing Director and is available to all employees.
- **External Communication.** The organisation will make its Environmental Policy available upon request. All communication from external parties relating to the organisation's Environmental Management System will be passed to the Managing Director for consideration and action. The organisation will not communicate externally about its significant environmental aspects.

Sign Date 12/07/2023.....

Next review date will be 12/07/2024