

In order to minimise vehicle emissions that negatively impact on the environment and health, Dual Seal Glass Ltd is committed to reduce the negative impact of our fleet activities on the environment and associated costs reduced. The Managing Director, who has overall responsibility for this policy, will ensure the provision of adequate resources for its implementation and will regularly assess the continuing improvement of our Fleet's capabilities and reduction of the impact our fleet has on the environment. This policy will be brought to the attention of all employees and subcontractors working on behalf of the Company and reviewed at least annually. Our vehicle fleet is essential to our core business. The focus of our environmental commitment is the impact of our vehicles on air quality and climate change. We are committed to reducing emissions to minimise our impact on the environment. We will achieve this by working collaboratively with our staff, customers, suppliers and relevant public authorities. Reducing our impact on the environment is part of our commitment to be a responsible and successful organisation. We want to protect the environment and the health of the public, many of whom will also be our customers. Fuel accounts for a significant percentage of our operational running costs. Improving fuel efficiency is important for the continued success of our business. Everyone has a role to play and all staff should be clear about their individual responsibilities regarding this policy. These include:

- Complying with, and exceeding where possible, any environmental regulations and standards which we subscribe
- Setting environmental goals, using baseline data and establishing performance management
- Minimising waste by evaluating operations and ensuring optimal performance, efficient journey planning and eliminating unnecessary engine idling.
- Monitoring environmental performance through a range of data monitoring tools including telematics and fuel card reports.
- Striving for continual improvement throughout our operation by reviewing industry best operating practice and fuel choice.
- Producing an annual fleet performance report to provide evidence of progress in environmental performance and areas for improvement.

This policy is a 'living' document and as such will be updated on an annual basis.

Our designated Fuel and Emissions Champion – Dominic Farley is the person responsible for the maintenance of this policy, its communication and implementation.

Roles and Responsibilities

Senior managers must ensure that:

- The Environmental Fleet Management Policy is effectively communicated across the organisation and available for all staff to review
- A performance management system is established for environmental and fuel efficiency using the most appropriate performance indicators and measures
- Performance measures are realistic and do not impact an individual's ability to carry out their work without risk to themselves or others
- Operational, management and driving staff are resourced, trained and empowered to conduct their roles and responsibilities with regard to this policy
- Driver incentives, such as driver league tables and fuel efficiency bonus schemes, are considered, trialled and monitored for effectiveness
- Any related policies, systems or procedures are consistent with the policy
- The roles and responsibilities of the Fuel and Emissions Champion are assigned to a competent person within the organisation.

Transport Managers must ensure that:

- They are familiar with the Environmental Fleet Management Policy and the policy is fully implemented across the organisation
- All transport staff and drivers are aware of their individual duties and responsibilities as outlined in the policy
- Any deviation from the policy is justified and documented for approval by senior management
- All fleet performance management data is collected, monitored, analysed and reported to senior management
- A driver development programme is in place and agency staff are made aware of the policy
- The driver handbook is updated to be consistent with the policy and include current best practice for fuel efficient driving.

The Fuel and Emissions Champion must ensure that:

- The Environmental Fleet Management Policy, procedures and responsibilities are effectively communicated across the organisation.
- Environmental performance monitoring processes and data collection on fuel usage, tyres and general wear and tear are established.
- Fuel usage and fleet performance activity reports are monitored and analysed to identify trends.
- Periodic environmental and fuel usage reports are prepared to inform senior management team decision making.
- Performance analysis is conducted to identify driver development needs.
- Campaigns, driver training and other safety interventions are developed, communicated and evaluated.
- The driver handbook is updated to be consistent with the policy and contains the current best practice for fuel efficient driving.

Driving staff must ensure that:

- A thorough vehicle walk around check is carried out before, during and at the end of the driver's shift, paying attention to wheel alignment and tyre pressures.
- Loads are distributed correctly, and unnecessary weight is removed from the vehicle.
- Journeys are efficiently planned to reduce wasted miles.
- Fuel efficient driving techniques are all highlighted tyre and fuel policy DSG07.
- The vehicle's air conditioning is not used unnecessarily.
- The fleet manager is informed immediately of any circumstance that may affect the performance and or operation of the vehicle.
- They are aware that remedial action, including driving assessments and additional training, may be required if reasonable performance measures are not being met.

We will also confirm the presence of these arrangements to our supply chain partners.

Signed: *N-D. Meredith* Date: 06/11/2020

Position: Managing Director

