

**EVENSURE MANAGEMENT LIMITED QUALITY MANAGEMENT  
MANUAL – EML 100  
ENVIRONMENTAL POLICY**

Evensure Management Limited is committed to the pursuit of a "greener" environment and takes positive measures implement conservationism within our own organisation.

In addition, we are prepared to assist our Clients with their own Environmental policies, whenever the opportunity permits.

**The Evensure Management Limited Environmental Policy includes:**

- Using only recycled materials including paper, whenever possible
- Shredding all used paper for recycling,
- Using unleaded fuel in all company vehicles where appropriate,
- Using only non CFC aerosols,
- Switching off all electrical appliances when not in use,
- Switching off all heating appliances when not in use,
- Evensure Management's Head Office is a non-smoking building,
- Smoking is not allowed in any Evensure Management Limited vehicles

**This policy is to be:**

- Communicated to ANY NEW staff upon appointment, during initial training
- Advised to existing staff by way of discussion/training and/or copy issue
- Permanently displayed on the Company premises It may also be supplied to Clients with specifications. Consequently, it is important that ALL staff fully understands and attempts to comply with this policy at all times.

