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Document Title

ENVIRONMENTAL POLICY

Cover Page/Revision Status

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Issue No. 1

Attachments: BNW QUA-735 Rev 1 Legal & Other Requirements |2
BNW QUA-734 Rev 0 Aspects Register

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1.0 Purpose

To establish and maintain a Policy to implement, maintain and continuously develop all environmentally associated activities at Bako North Western Ltd.

2.0 Scope

The control of all environmental activities at Bako North Western Ltd., in line with the international Environmental Management System Standard ISO14001 as they relate to the stockholding and distribution of bakery raw materials, finished products and related sundries, in frozen, chilled and ambient form. |2

3.0 References

None.

4.0 Environment and Sustainability Policy Statement.

Bako North Western shall manage, monitor and improve its environmental performance through the implementation of the international Environmental Management System Standard ISO14001 and is fully committed to the responsible use of energy, water and other resources. The Company aims to minimise any negative impacts on the environment, while maintaining operational goals and high levels of service for internal and external customers.

Bako North Western is committed to continuous improvement in environmental performance and achieving best practice wherever possible, in line with all relevant environmental, legislative and other requirements.

Bako North Western shall provide senior management commitment, an appropriate management structure and cost-effective resources to achieve the highest environmental standards possible, thus contributing to continuous improvement and long term sustainability. This shall be achieved as follows:

- Reducing the use of natural resources and emissions of carbon dioxide.
- Minimising waste production and reducing the environmental consequences of waste through the waste hierarchy and implementation of reduce, re-use and re-cycle principles.
- Avoiding or limiting, wherever practical, the use of environmentally damaging substances, materials and processes.
- Preventing pollution where possible and reducing pollution through the responsible management of hazardous waste.
- Minimising any adverse environmental impact of new development.
- Communicating with the outside community regarding environmental performance and best practice.

The Company has set the following targets:

- To reduce electricity usage by 1% per annum for 5 years.
- To reduce the use of paper within the business by 1% per annum for 5 years.

This Policy shall be made available to staff, customers and the public and shall form part of the Company's campaign to promote awareness and understanding of environmental issues.

This Policy shall be reviewed annually. The Environmental Manager shall be responsible for ensuring compliance with this Policy.

Signed by Bako North Western's Chief Executive and Departmental Managers.

Chief Executive Officer

Head of
Trading

Head of
Bako Own Label

I.T. &
Commercial Manager

Head of
Finance & Logistics

Sales & Marketing
/Environmental Manager

Quality Manager

Logistics/H&S Manager

Supply Chain Manager

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Continual Improvement of the Environmental Management System

Plan

Establish the objectives and processes necessary to deliver results in accordance with customer requirements and the organisation's policies.

Act

Take actions to continually improve the process performance



Do

Implement the processes.

Check

Monitor and measure processes and product against policies, objectives & requirements for the product & report the results.

Authorised : _____

Chief Executive Officer.

5.0 Staff Responsibilities.

5.1 Senior Managers.

The senior managers of Bako North Western Ltd. shall be responsible for all Environmental matters at Bako North Western. They shall set the targets for the continual improvement of the Environmental Management System and shall monitor progress via discussions at Management Review meetings.

They shall appoint the Environmental Manager and shall define his/her responsibilities in terms of the implementation of processes and procedures aimed at promoting good environmental practice at Bako North Western.

The duties of the Environmental Manager shall include:

- Overseeing the implementation of ISO14001 and ensuring the Standard is maintained.
- Ensuring that sufficient resources are available to meet the needs of the Environmental Management Systems.
- Chairing Environmental Committee Meetings.
- Chairing Environmental Management Review Meetings.
- Appointing and training 'Environment Champions' within each Department to drive environmental awareness.
- Ensuring the implementation and maintenance of the Environment and Sustainability Policy.
- Actively promoting environmental awareness throughout the business.
- Ensuring that environmental targets are met.
- Ensuring pro-active communication with all staff on environmental matters.
- Ensuring meaningful communication with the public and interested parties.

5.2 Departmental Managers.

The responsibilities of Departmental Managers shall include:

- Being responsible for the environmental performance of their departments.
- Providing sufficient resources to ensure that the needs of environmental management activities are met, while maintaining the day to day efficiencies of their departments.
- Holding departmental meetings, to discuss environmental matters and ensure communication.
- Reviewing and approving works instructions and procedures.
- Ensuring that any corrective action required is dealt with in a timely manner.

- Establishing and maintaining good environmental practice within their departments.
- Ensuring that staff are adequately trained and competent to undertake their duties in terms of the environmental management system.

5.3 **Departmental Supervisors.**

Departmental Supervisors' responsibilities shall include:

- Communicating the aims of the Company's Environmental Policy to staff.
- Ensuring environmental impact is minimised during all daily operations.
- Providing training and instruction for staff on environmental matters.
- Maintaining records of training and instruction, to be retained on staff personnel files.
- Provision and maintenance of documents and works instructions related to ISO14001.
- Checking environmental standards as required and recording results.
- Conducting environmental inspections and checks.
- Investigating any incidents or accidents that may impact the environment.

5.4 **Employees.**

Employees must ensure that they:

- Comply with environmental works instructions and procedures.
- Actively promote good environmental practice in their daily duties.
- Report any environmental incidents in the workplace.
- Participate in environmental projects and initiatives.
- Make suggestions for environmental improvements, taking an active interest in the environment and the Company's impact upon it.

6.0 Training & Competence.

- 6.1 Bako North Western's Management team shall determine the level of experience, competence and training necessary to ensure the capability of personnel, especially those undertaking specialised environmental management duties.
- Training needs shall be identified.
 - Action shall be taken to ensure the training needs are met.
 - All staff shall be aware of the Environment and Sustainability Policy, Bako North Western's environmental systems and aspects of the Company's activities, products and services that may have an impact on the environment during daily operations.
 - Staff shall be capable of demonstrating their competence in the tasks set.
 - Contractors working on Bako North Western's behalf must provide evidence of the adequacy of the competence and training of their staff, to ensure that the highest environmental standards are maintained throughout the actions undertaken.

7.0 Legal Requirements.

- 7.1 The Company shall identify the legal requirements applicable to its environmental Aspects, which may include the following:
- National and international legal requirements.
 - Local Government legal requirements.
 - Other requirements.
- 7.2 Other requirements may include agreements with public authorities, customers, trade associations, N.G.O.s and corporate or Company requirements.
- 7.3 The legislation identified as being applicable to Bako North Western Ltd. shall be defined on a Health, Safety, Legal and Other Requirements Register – BNW QUA-735.
- 7.4 The relevant environmental Aspects shall be listed on the Aspects Register – BNW QUA-734.

8.0 Environmental Audits & Risk Assessments.

- 8.1 Audits shall be performed by appropriately trained members of the internal audit team.
- 8.2 Audits shall be undertaken impartially and objectively.
- 8.3 A Separate audit schedule shall be provided for environmental audits.

- 8.4 Risk assessments shall be undertaken in line with the audit schedule and the Aspects Register updated accordingly.

9.0 Communication

- 8.1 The Company shall communicate environmental matters throughout all levels of the business in the following ways:

- The Environmental and Sustainability Policy shall be displayed at all times.
- Staff information screens throughout the business.
- 'Envirowise' Newsletter.
- Environmental Management Review Meetings.
- Monthly Management Meetings
- Staff Briefing Meetings.
- Annual General Meetings.
- Job Descriptions.
- Employees Handbook.
- Induction.

- 8.2 Bako North Western shall also communicate and promote environmental awareness with its suppliers and contractors using the following methods:

- Supplier Approval Process.
- Supplier Review Meetings.
- Participation in local projects.
- Press Releases.