



POL01:  
ENVIRONMENTAL  
POLICY  
Rev: 06

**HENLEYS MEDICAL SUPPLIES LTD.**

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## 1. Policy Statement

Henleys Medical Supplies is fully aware of its responsibilities with regard to the environment in the development and marketing of its services, and the effective running of the business. Our Environmental Monitoring System (EMS) is certified by Green Small Business. Our certification is maintained through an annual review of our action plan carried out independently by Green Small Business.

It is our policy to conform to all statutory and regulatory requirements, relevant standards and industry practices. To this end, the Senior Management Team is committed to raising environmental standards and follows an environmental policy which is designed to meet relevant regulatory standards, including BS EN ISO 14001, the international standard for environmental management systems.

A full environmental perspective is extended across all areas of the business. We strive to achieve increasingly better levels of environmental efficiencies. Responsibilities for environmental issues are clearly identified and communicated to all staff as appropriate.

Specific objectives are set at appropriate intervals. These objectives are regularly reviewed, with a view to maintain effectiveness and, where possible, continually improve our environmental performance.

Company policies are available electronically at all times to internal employees, and externally upon request.

## 2. Policy

### 2.1. Scope

Henleys Medical Supplies aims to ensure that environmental awareness and understanding is embedded in all parts of its activities and operations. To this end, each member of staff will be responsible for identifying and implementing ways in which environmental workstreams are progressed.

This policy applies to all activities, operations, and work areas of Henleys Medical Supplies.

### 2.2. Responsibilities

#### 2.2.1. Directors

Directors take responsibility for ensuring that this policy is effectively implemented, with the Managing Director carrying overall responsibility.

The Managing Director is responsible for advising, guiding, and supporting managers on environmental issues, and liaising between managers on company-wide issues. The Managing Director is also responsible for overseeing the Operations Team, in order to ensure that:

- Objectives are reviewed and monitored
- Progress and feedback is fed back to management
- Environmental issues and opportunities for managers to adopt are identified
- Relevant training and support is available at appropriate intervals.

#### 2.2.2. Managers

Managers are responsible for ensuring that all members of their team are aware of this policy, and of Henleys Medical Supplies' commitment towards environmental management. In particular, managers shall, where applicable:

- Support staff in undertaking appropriate training
- Assist staff in accessing and implementing relevant guidance

- Reinforce the need to minimise energy and utility usage by observing good housekeeping measures
- Contribute towards minimising the effect of operational travel by management of logistics and journey efficiencies
- Support staff seeking to make use of environmentally-friendly alternative travel opportunities, such as walking or cycling to work, car sharing, or taking public transport
- Encourage staff to minimise the production of waste and maximise the reuse and recycling of waste material.

#### 2.2.3. All employees

All employees are responsible for ensuring they are familiar with this policy, and support Henleys Medical Supplies' commitment towards environmental management. All employees are invited to put forward suggestions for environmental improvements, and are expected to:

- Participate in appropriate environmental training
- Minimise energy and utility usage by observing good housekeeping measures
- Assist in minimising the production of waste, and maximising the reuse and recycling of waste material.

#### 2.3. Environmental Workstreams

Henleys Medical Supplies will:

- Seek to make use of sustainable and environmentally safe energy sources where practicable
- Inform and encourage staff to reduce energy consumption
- Continually invest in improving the energy performance of assets
- Provide a safe and environmentally friendly environment for staff
- Employ an environmentally sustainable approach to all new developments and refurbishments
- Protect visual amenity and biodiversity by careful planning of all new developments
- Co-operate with partners in support of sustainable development strategies
- Adopt a sustainable procurement policy, to ensure suppliers recognise and reduce the environmental effect of their products and transportation where practical
- Encourage conservation of resources by efficient use and careful planning of activities
- Provide appropriate training and guidance to all staff to ensure understanding and competence, and make this policy readily available
- Minimise the effects of operation travel by the management of logistics
- Reduce mileage where possible through journey efficiencies
- Put arrangements in place for reducing waste and for reusing and recycling of waste material.

#### 2.4. Carbon Reduction

Henleys Medical Supplies is committed to achieving Net Zero emissions by 2050. We will keep this date under review, bringing it forward if possible as our carbon reduction plans develop.

We will report annually on our carbon emissions, supported by Green Small Business.

We have developed a detailed action plan to ensure delivery of the objectives of this policy. Responsibility for each action within that action plan has been assigned to an appropriate person. Timescales for delivering each action have also been assigned and these will be kept under review.

We are committed to reviewing and updating progress against our action plan on a regular basis.

All staff will be made aware of our environmental objectives, targets and actions, as well as any related policies or procedures. We will also seek to routinely identify any training needed to facilitate delivery of this policy and to meet them wherever this is feasible.

### 3. Review

This policy shall be maintained and reviewed by the managing director.



Danielle Henley, Managing Director

#### 4. Revision History

Revision	Modified by	Date	Description of Change
01	Andy Cleveland	April 2015	Initial issue.
02	Andy Cleveland	April 2016	Annual review. Mobile numbers updated.
03	Vikki Patis	April 2017	Annual review.
04	Vikki Patis	April 2018	Annual review. New format.
05	Vikki Patis	December 2020	New format.
06	Vikki Patis	August 2023	Added carbon reduction and Green Small Business.