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### 1. Introduction

This report describes the current situation with regard to environmental initiatives employed by Link CCTV Systems Ltd, in accordance with our commitment as defined within the company's Integrated Management System Policy.

The report endeavours to recognises the transition which the company has undertaken, especially since the Covid-19 pandemic (and subsequent 'lock-down' restrictions), whilst also experiencing dynamic growth within its core business activities.

This report gives rise to the manifest belief that environmental considerations are becoming highly significant and prominent across our business and are maintaining an accord with the unprecedented growth which Link CCTV Systems Ltd is currently enjoying.

### Lloyd Briscoe

Lloyd Briscoe Compliance Manager for Link CCTV Systems Ltd February 16th 2024

#### 2. Statement

Link CCTV Systems is committed to providing environmentally sustainable installation and servicing of security systems by reducing the carbon footprint when conducting maintenance activities on our customers' and clients' sites.

We take our responsibility towards the environment seriously. Link CCTV Systems not only explores ways to reduce fuel and energy consumption, but also endeavours to increase recycling and recovery of waste to add value in environmental performance for our customers.

Moreover, we are continually reviewing ways to become more efficient in everything from route planning to the procurement of energy-efficient vehicles. By these means, Link CCTV Systems Ltd can proactively find ways to help customers and clients realise their own corporate environmental ambitions.

Our environment must be cared for and protected, not simply by avoiding contamination of air, water and soil but also by preserving the quality of life which can be spoiled by nuisance from noise, vibration and visual encroachment.

Due to the nature of our operations, it is inevitable that natural resources will be consumed, and emissions produced. However, Link CCTV Systems is fully committed to reducing its environmental impacts. The plan is to achieve this by:

- Complying with all relevant environmental legislation and industry codes of practice, and where possible going beyond minimum requirements to adopt best practice
- Minimising the release of pollution, emissions and waste, with particular focus on our main environmental impacts
- Monitoring and reporting on our environmental performance and setting objectives and targets to achieve continual improvement
- Working in partnership with our customers, clients' and supply chain to improve our environmental performance
- Ensuring that our staff are made aware of their responsibilities to protect the environment and receive adequate training to enable them to do so effectively
- Ensuring the requirements of this policy are communicated and understood throughout the organisation.

Link CCTV recognises and respects compliance with environmental legislation as representing an important step in achieving the commitments made above and looks to promote co-operation and liaison between itself and the various agencies to achieve this objective.

# 3. Background



Over the last twenty-five years, Link CCTV Systems has grown to become one of the most trustworthy security system installation companies in the UK.

The company understands the importance of good service and honesty within the security surveillance industry by offering a professional and reliable service.

Link CCTV Systems holds ISO9001:2015, ISO14001:2015 and ISO45001:2018 certifications, approved by the UKAS-registered National Security Inspectorate (NSI) to their 'Gold Standard'.

All of Link CCTV's employees have undergone a RoSPA-approved "Environment Protection in Industry" course as well as undergoing comprehensive background security screening to BS7858.

# 4. Stevenage Site



Link CCTV Systems operates from office-based premises situated in Bessemer Road, Stevenage.

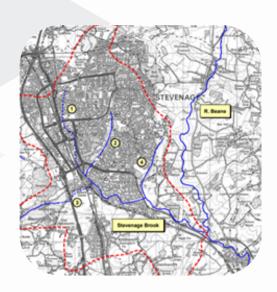
This is considered to be part of the Gunnels Wood Road Industrial Estate, which runs parallel to the east of the A1(M), close to Junction 7.



It is also closely aligned to the flight-path for London Luton Airport (some 7.4 miles distant).



### 4. Stevenage Site



The Stevenage Brook is a waterway in Stevenage into which local surface water 'run-off' will discharge to. The Stevenage Brook takes in water from an area around 38.89 km2 in size and is part of the Lee Upper catchment area. It is considered to be a major tributary to the River Beane, to which it connects just north-west of the village of Watton-at-Stone.

Link CCTV Systems commenced occupation of the Bessemer Road site in 2014, having previously been situated in Works Road, Letchworth.

The Stevenage site is a shared occupancy, designed to accommodate numerous SME businesses.

The site is called the 'Business and Technology Centre' (BTC). It is owned by the Stevenage Borough Council and operated (under licence) by a company called Wenta.

Wenta is a 'not-for-profit' enterprise which specialises in helping small and 'start-up' businesses from their five independent sites located across Hertfordshire.

The Stevenage site was originally built within the last 20 years and consequently contains no ACM's (asbestos containing materials).

At the time of writing the report the Landlord's agents have been unable to provide maps indicating water courses, drainage and interceptors to separate hydrocarbon pollutants.

Surface run-off' from the site car park would find its way to the Stevenage Brook on Monkswood Way via the network of storm drainage in the vicinity – hence the detailed narrative at the top of this page.

### 4. Stevenage Site

Of the eight office-based staff at Stevenage, three work part time from home and two walk to work. During the course of an average week, up to ten field technicians might visit Stevenage in their company vehicles, so at any given time Link employees might contribute 6 to 8 vehicles to the car parking arrangements on-site which comprises some 180 parking spaces.

It is not known if the site has any interceptors to separate hydrocarbon pollutants.

Link CCTV is registered with the Environment Agency as a Low Tier Waste Carrier (Reg. No. CBDL 36739). We hold this licence to ensure that, in the unlikely event that trade waste has to be moved from a client's site on completion of a job, that we can do so legally, following correct procedures.

Whilst there is scope to encourage biodiversity initiatives on this site, the imperative lies with the site operator, Wenta.

As a tenant business within the site, Link CCTV continues to engage with Wenta, with the intent of persuading active involvement (from a shared perspective) for the betterment of all businesses that occupy the premises.

Office waste is recycled where possible into dedicated receptacles located around the site and regular poster campaigns on staff notice-boards are designed to promote such thinking.

The offices in which Link CCTV reside within the premises are powered solely by electricity.

There are no discernible COSHH applicable products in the Link office facility.

The Link CCTV fleet of engineers / technicians vehicles might carry cursory material such as branded products like 'WD40' or proprietary window cleaners, but that would be the extent.

A COSHH register is maintained and staff are made aware of the significance of the COSHH regulations.

There are two air conditioning units located within the main Link CCTV office which is subject to the F-Gas Regulations.

The site operator (Wenta) is committed to a twice-yearly (certificated) service by an approved and registered supplier.



#### 5. Waste

The Stevenage site has a waste removal arrangement with Veolia Commercial Waste Ltd.

A number of 1100 cubic litre wheelie bins are nested in a dedicated part of the site where tenants are at liberty to dispose of their office waste.



The waste falls into two categories:

- General Waste
- Recyclable Waste

The general waste generated in the Link CCTV office amounts to no more than a 60 litre black refuse sack a week.

Annually, this routinely amounts to approximately 120 kilograms.

A separate arrangement for Link CCTV's shredded waste (destined for recycling) achieves some 50 kilograms per annum.

Disposal of sanitary waste is the responsibility of the site operator (Wenta).

Link CCTV are unable to evidence the extent of its waste from the Stevenage office as no Waste Transfer Notes are created due to the shared facility with other site users.

Waste generated at customer and client sites by Link CCTV engineers is the responsibility of the respective site owners.

Such material would be disposed of and processed through the site operator's own in-house facility, with the consent of the owner.

#### 5. Waste

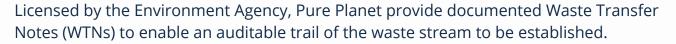
#### WEEE

On occasion, the waste material created by Link CCTV might fall under the Waste Electrical Electronic Equipment (WEEE) Regulations.

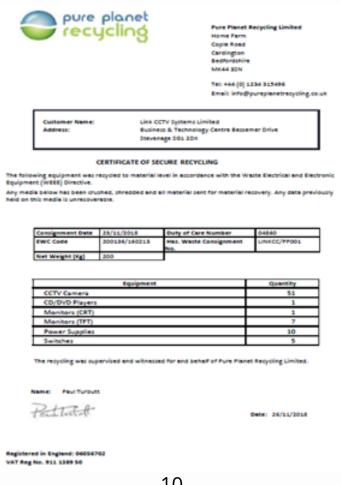
Usually, the client on whose site we are working will accommodate such waste as appropriate. However, if significant amounts of waste is created as a consequence of the work being undertaken, then the client might ask Link CCTV to organise removal.

In this case, Link CCTV has a working relationship with a specialist waste processor who will remove such waste in accordance with the requirements of the WEEE Directive.

The company involved is Pure Planet Recycling Ltd.







#### 6. Water



Water consumption at the Link offices in Stevenage is minimal, confined to personal consumption of beverages and shared wash-room facilities.

There is no provision to establish a precise monitoring regime for the use of water at the Stevenage site.

Field engineers are responsible for their individual vehicles (which comprises a mix of cars, (estate and saloon), and transit-type vans). The cleaning and washing of vehicles is conducted at the behest of the driver, and no schedule exists to specify a washing regime.

The objective of establishing consumption and setting objectives with targets requires further consideration.

Current requirements for water at the Stevenage site includes the following:

- Toilet Flushing
- Showers
- Drinking Water

# 7. Electricity

#### **Electricity**

The tenancy agreement that Link CCTV has with Wenta allows for all electricity consumed in the office to be accommodated within the rental structure. The electricity used is not metered individually and constrains the ability of Link CCTV to measure consumption with any integrity.

#### Gas

There are no mains gas appliances used by Link CCTV on the Stevenage site and there is no contract with any service provider

By far, the greatest generation of greenhouse gases involving the business activities of Link CCTV is produced by the install, maintenance and servicing generated by its in-house vehicle fleet. This is attributed to the fuels used and the miles driven.

We track and monitor the company's CO2 emissions from the fleet and every purchase of diesel fuel (derv) and petroleum is recorded in litres. This allows an analysis based upon the data to be considered.

We work on the recognised parameters of diesel being 2.54 and petrol being 2.16 kilogrammes of CO2 per litre - as advised by the Carbon Trust:

#### Energy conversion factors The factors given below are taken from BEIS' greenhouse gas conversion factors for company reporting, published in June 2020. CARBON Energy conversion factors Кассон kVh 0.10307 kWh 2.02264 oubic meters kWh 0.21448 6.205705 therma 1.55537 Res 3229.34 tonnes kWh 2.75776 Boes 3221.370 tonnes Fuel oil 0.24775 kWh 3165.32 tonnes 0.24666 kWh 3028.61 0.24057 kVh 2.54603 2.96802 2380.01 0.3204 kWh 72.29736 0.01545 kWh Total kgCOve

This affords us a weekly tonnage figure for CO2.

#### Example

Business Fuel Usage								
week ending	Diesel Itr	Co <sub>2</sub> Kg	Petrol Itr	Co <sub>2</sub> Kg	Total Co2	tonnes		
15/01/2023	1324.82	3365.04	187.06	404.04	739.08	0.7		
22/01/2023	1535.11	3899.17	104.86	226.49	4125.66	4.1		
29/01/2023	1638.65	4162.17	144.34	311.77	4473.94	4.4		
05/02/2023	1670.62	4243.37	180.32	389.49	4632.86	4.6		
12/02/2023	1346.89	3421.1	149.72	232.39	3653.49	3.6		
19/02/2023	1364.81	3466.61	111.38	240.58	3707.19	3.7		
26/02/2023	1386.8	3476.75	133.99	289.41	3766.16	3.7		
05/03/2023	1345.58	3417.77	97.08	209.69	3627.46	3.6		
12/03/2023	1343.23	3411.8	162.88	351.82	3763.62	3.7		
19/03/2023	1563.78	3972	82.48	178.15	4150.15	4.1		

The calendar year 2020 was the first year of data collection. Total tonnage of Co2 vehicle emissions for the calendar year equated to 171.3

The calendar year for 2021, the sum total equated to 206.2 and for 2022 the figure attained realised 208.3 tonnes

The year 2020 was considered an exceptional year, expecially from March onwards when the full effect of the national lock-down was experienced due to the Covid-19 pandemic outbreak.

Link CCTV has also experienced a significant degree of dynamic growth in business opportunities during the last 36 months which has necessitated in the employ of a number of new field-based technicians. Consequently, this has seen an increase in the size of the vehicle fleet - and subsequent Co2 emissions.

An in-house Management Review during 2021 considered the procedure for the ongoing collection of emissions data and the opportunity for subsequent target-setting focusing on a reduction strategy.

The outcome of the Management Review was to maintain the current methodology of data collection and, on a monthly-basis, publish average Co2 emissions based upon the current head-count of all operatives who purchase fuel for their vehicle by a company card.

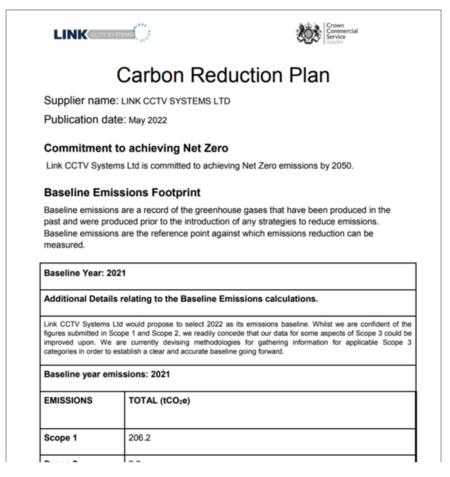
2023				
Month	Emissions	Headcount Company Vehicle drivers	Av. Tons Per Operative	Weeks in the period
Jan	12.2	25	0.48	5
Feb	15.6	25	0.62	4
Mar	14.5	25	0.58	4
Apr	16.9	26	0.65	5
May	13.1	26	0.5	4
Jun	15.3	26	0.58	4
Jul	19.7	26	0.75	5
Aug	14	26	0.53	4
Sep	13.5	26	0.51	4
Oct	17.5	25	0.7	5
Nov	13.5	26	0.51	4
Dec	14.9	26	0.57	5

0.59 tonnes is the average Co2 emission per company vehicle driver per month for 2023

Link CCTV is guided by the Carbon Trust and continues to adhere to advice proffered. See: <a href="https://www.carbontrust.com/home/">https://www.carbontrust.com/home/</a>

Link CCTV is also influenced by the Government's ambition to attain Net Zero emissions by 2050. Link CCTV subscribes to a company-wide Carbon Reduction Plan commensurate to the Cabinet Office document ref: PPN06/21.

See: <a href="https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts">https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts</a>



In accordance with the objectives of this initiative, Link CCTV has elected to subscribe to a service called "Action Zero".



'Action Zero' is a product designed to put small businesses at the forefront of tackling climate change by producing greener products and services.

Subscription includes tailored coaching sessions to measure the company's carbon footprint, exclusive webinars, formalised e-learning and a personalised report focussed on reducing Link CCTV's emissions.

Link would expect to report on progress realised and benefits attained in future editions of this report.



# 9. Energy Efficiency



Commensurate to the Energy Efficiency Regulations 2012, and in accordance with the requirements of HM Government, the Stevenage site has been subjected to an external assessment by an independent auditor to establish the efficiency of its thermal qualities.

The Energy Performance Certificate (EPC) affords a rating value of 71 which is in line with expectations of this type of property.

During April 2009, the Stevenage site submitted itself to a BREEAM audit by an independent licensed assessor (Faber Maunsell).

BREEAM (Building Research Establishment Environmental Assessment Method) considers scientifically-based sustainability metrics and indices which cover a range of environmental issues. Its categories evaluate energy and water use, health and well-being, pollution, transport, materials, waste, ecology and management processes.

With three stars being awarded, the audit realised a "Very Good" status for the site.



#### 10. Travel

Across the entire business, Link CCTV employs about 38 people, of which about 8 work from the Stevenage office. The rest are home-based working from a number of locations throughout the UK.

Wenta, the site operators have implemented a car-share scheme at the BTC Stevenage, which incentivises users with the inducement of preferential parking slots. Link CCTV endeavours to subscribe to this initiative.



Consideration is now being afforded to the creation of a **Green Transport Plan**.

The thinking behind this initiative considers the home addresses (post-codes) of all Stevenage-based employees and compares their commuting habits against an available public transport option.

This is likely to be developed further to promote cycling for health and wellbeing.

### 11. Sustainable Procurement

In accordance with Link CCTV's moral and ethical standards, a Sustainable Procurement Policy has been published, involving input from the company's operational team.

Suppliers to Link CCTV are encouraged to subscribe to the acquisition of goods through the most feasible, viable and renewable source available to them.

Link CCTV also considers the products which it purchases on behalf of its clients with a view to conducting a life cycle analysis (LCA).

LCAs are used to help map out environmental impacts during the process of our supply chain. An immediate example of this might be the phasing out of polyvinyl chloride plastics (PVCs) in the appliances we use.

Link CCTV's objective is to achieve a recyclable or incinerable rate of 95% in the materials of all the products supplied to our customers. This would then enable us to align ourselves to the Global Recycling Standard (GRS).

LCAs have also revealed that end-user energy consumption accounts for 60 to 80 percent of our products' total impacts. This means that even a marginal improvement in energy efficiency can make a significant difference.

### 12. Reducing Office Impacts

Link CCTV is working to reduce its office impacts. This includes reducing energy and paper consumption, reducing waste to landfill and sourcing office materials sustainably.

The Government-imposed "lockdown" during 2020 and 2021, and the implementation of Coronavirus Covid-19 transmission-reduction initiatives during the period has had a tangible effect on our conventional work routine.

In future, some key employees may be able to determine their working patterns according to their personal circumstances.

The issuance of laptop computers and the ability to work from home will have a positive effect in the reduction of CO2 emissions by the incumbent not having to consistently commute into the office.

Whilst currently unable to measure or quantify the extent of the savings realised, the likelihood that working from home in the future for more employees is a strong possibility.

# 13. Ecology and Biodiversity



Engagement with Link's employees' has identified a desire to enhance our collective understanding and appreciation of the environment in which we live and work.

A suggestion from an employee prompted a discussion with the Stevenage site operator (Wenta) to allow us (Link) to promote initiatives in this context.

Our first foray was the installation of bird boxes, situated on trees along the site's eastern perimeter.

Further promoting the engagement and involvement of Link CCTV employees in such schemes and initiatives, a dialogue has been opened with the local authority (Stevenage Borough Council) with the intent of accelerating the company's ambition in this direction.

A viable "social value environmental project" was conducted with the consent of the Stevenage Borough Council to clean and tidy a local pond (Ascot Crescent in Martins Wood, Stevenage) with the intention of aligning to the objectives prescribed in the Stevenage Borough Council's 'Biodiversity Action Plan"

https://www.stevenage.gov.uk/documents/leisure-and-culture/biodiversity-action-plan-2017-2022.pdf



### 13. Ecology and Biodiversity



Since the publication of the Environmental Report in 2022, Link CCTV has joined a new organisation known as "Herts Go Green and Grow".

Sponsored by the Herts Chamber of Commerce, 'HGG&G' is a unique cross-industry group which meets every month in an open forum to discuss sustainability issues, challenges and opportunities.



Link were fortunate enough to be in the second cohort of companies joining the scheme, which was launched in July 2022. From just eight (8) founder members, the group now comprises some 30+ businesses.

The scheme was created to bring together passionate, like-minded companies determined to embrace and further develop sustainablity in their organisations.

The Group's focus embraces environmental and social impact, combining and evidencing the transition to Net Zero by 2050 with the UN Social Development Goals (SDG).

A priority for the group is affordability in what is a very challenging business economy.

# 14. Staff Training

The directors of Link CCTV have elected to enhance their commitment to the environment by having all their employees undergo a RoSPA-approved environmental protection course.

This undertaking satisfies a number of outcomes, not least the following:

- Gaining a clear understanding of the common causes of environmental pollution
- Learning the impact of daily working life on the environment
- Policies on maintaining a healthy environment
- Learning about the individual's role to help implement our company's policies

#### Example certificate



Supplementary to this, further communications involved Toolbox Talks and in-house presentations delivered in a classroom format.

# 15. Environmental, Social and Governance (ESG)

Link CCTV are committed to carrying out business fairly, honestly and ethically as we cultivate a purpose driven culture.

In support of being an 'impact-focused' organisation we will consider and measure our activities against Environmental, Social and Governance (ESG) factors.

#### Our ESG goals for 2024

- 1. Working with like-minded investors, partners and clients who share our core values and objectives
- 2. Ensuring our own premises are resilient to climate change and in-line with our pathway towards Net Zero
- 3. Empowering our supply chain to act responsibly and ethically to cultivate longtermism
- 4. Identifying innovation opportunities and developing solutions
- 5. Implementing regular ESG monitoring and reporting to enable continuous improvement

Evidence of Link's core ESG and sustainability objectives are defined within the context of this report.



In addition, Link CCTV will (going forward) produce an annual report to include appropriate disclosure of ESG performance data as well as Corporate Social Responsibility (CSR) initiatives and 'Social Value' commitments as defined in the Public Services (Social Value) Act (2013)..

# Appendix 1



**Environmental Policy Statement** 

QP75.10 Issue 1.2

Link CCTV Systems Ltd recognises that most of our activities, whether carried out by the company or individuals, have some impact on the environment. It is our policy to promote sustainability and environmental awareness at all levels of decision-making and to reduce the impact of our own activities through a structured programme of continuous improvement.

#### Link CCTV is committed to:

- Complying with applicable regulatory and industry environmental requirements;
- Seeking to conserve natural resources through the responsible use of energy and materials;
- Seeking to minimise waste, promote recycling, reducing energy consumption and reduce harmful emissions;
- Working with our suppliers and subcontractors to enhance our environmental performance;
- Encouraging all members of staff to improve their awareness of the environment and become more environmentally responsible;
- To developing environmental procedures and systems;
- Continually improving our environmental performance;
- Communicating our policy to all interested parties and making it publicly available.

#### To achieve this, the company aims to:

- Integrate environmental objectives into relevant business decisions in a cost-efficient manner;
- Reduce the use of energy through improvements to energy efficiency and the substitution, where practicable, to renewable energy sources;
- Review this policy on an annual basis to take into account changes including legislation and best practice;
- Minimise waste by reduced consumption and develop effective waste management and recycling procedures;
- Only use suppliers that have environmental policies which ensures all process and byproducts are handled and disposed of in an environmentally safe manner which is traceable and <u>auditable</u>;
- Provide training to staff in relation to the environmental effects of their work, to ensure
  that they are given the opportunity to take an active role in the implementation and
  development of our environmental policy;
- Monitor and measure our environmental performance with a view to defining our
  objectives and targets as a means to demonstrate continuous improvement. Report
  annually:
- Review this policy on an annual basis to take into account changes including legislation and best practice;

This policy forms part of our commitment to continuously improve our environmental performance and to enhancing our ISO14001:2015 accreditation.

Ryan Mitchinson Managing Director Link CCTV Systems Ltd

21st December 2022

Sam Clark Operations Director Link CCTV Systems Ltd

21st December 2022

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WARNING: PRINTED COPIES MAY NOT BE THE LATEST VERSION

# Appendix 2



#### /CERTIFICATE OF APPROVAL

This certifies that

#### LINK CCTV SYSTEMS LTD

Business & Technology Centre Bessemer Drive Stevenage SG1 2DX

Has been assessed and satisfies the requirements of

#### **NSI EMS GOLD SCHEME**

For the scope(s):

Design, Installation and Maintenance of Electronic Security Systems

Demonstrating compliance with: BS EN ISO 14001:2015 - Environmental management systems

RENEINS

Chief Executive

25/05/2022 Effective date UKAS WAAS WAAGE DAY 10142 53138 Approval Number

24/05/2025 Expiry date

Date Printed 25 May 2022

Further clarification regarding the Scope of this Certificate may be obtained from NSI, Sentinel House, 5 Reform Road, Maidenhead SL6 8BY, UK.
The use of the UKAS Accreditation Mark indicates accreditation for the scopes detailed on UKAS Accreditation Certificate No. 0142.

This certificate remains the property of NSI and must be returned on demand.

Appropriate conditional upon the Approved Company continuing to statisfy all the rules and other requirements applicable to this NSI scheme

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