ENVIRONMENTAL POLICY

Definition

Q3 Facilities Holdings Limited (Q3) (including all subsidiary companies such as Q3 Services Group Limited, Q3 Security Limited, Q3 Grounds Services Limited, Q3 Technical Services Limited and Q3 Services (CI) Limited) are committed to minimising the impacts of its activities to the environment.

This policy applies to Q3's UK operations. Where Q3 operates outside the UK, including in the Channel Islands, the relevant business will also comply with all applicable local environmental laws and regulatory requirements in that jurisdiction.

The Policy will form an integral part of our business and is designed to complement the Health and Safety and Quality Policies. Q3 Services Group Ltd is committed to the principles of; Sustainability, preventing pollution, complying with all relevant legal environmental requirements and to continually improve its practices so that resulting environmental impacts are progressively reduced.

Q3 has a duty to minimise its effect on its local environment and consequently the cumulative effect globally as a result of its company activities. Q3 generally aims to minimise its waste output in all forms and to manage its purchasing, processing and disposal of resources in an effective manner.

The Chief Operating Officer (COO) is responsible for the approval, communication, implementation, monitoring and annual review of this Environmental Policy to ensure its continuing suitability, adequacy and effectiveness.

Managers are responsible for implementing this policy within their areas of control. Employees and contractors are expected to follow the policy and any related procedures and instructions.

Q3 recognise a responsibility to conduct our operations in ways that help to reduce our carbon footprint and minimise adverse effects, on both the local and the global environment, as an integral part of good business practice.

Because of this, the management are committed to continuous improvements in environmental performance and the prevention of pollution. Q3 COO is responsible for the implementation and monitoring of this environmental policy.

Q3 will comply with all applicable environmental legislation, regulatory requirements and relevant codes of practice in the jurisdictions in which it operates. This includes requirements relating to pollution prevention, waste management, recycling, hazardous waste, and the lawful storage, transfer and disposal of materials.

Legalisation

Environmental legislation is subject to change. Relevant requirements may include, but are not limited to, legislation governing environmental protection, waste duty of care, hazardous waste, recycling and pollution control, together with associated regulations and statutory guidance in force from time to time.

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Our Environmental Policy underlines our commitment:

- To comply with all relevant existing environmental regulatory legislation, standards and codes of practice applicable in the UK
- To strive for continual improvement in our environmental management system to provide a cost effective and considered service, sensitive to the local environment
- To assess and continue to monitor our performance against environmental objectives
- To implement practical measures to reduce energy consumption, provide our staff with appropriate environmental training and actively promote the development of good environmental practices within Q3's and its suppliers
- To continue to raise the level of awareness and the importance of environmental issues among our staff and sub-contractors
- To take all reasonable measures to prevent disturbance to those affected as a result of our activities by reducing significant emissions and pollution, including noise, air pollution and vibration at source
- To maintain an awareness of the potential environmental effects of our operations by effective communication with our staff, our suppliers and the public
- To improve management controls for waste materials, wherever practicably possible, to ensure reducing levels of waste and promoting re-use and recycling of materials
- To monitor environmental system requirements through audits of our operations to ensure effective implementation of this policy, to identify opportunities consistent
- With continuous improvement, and to reduce the risk of system failures that may lead to environmental damage.
- To make freely available our Environmental Management Policy and work constructively with staff, contractors, communities and regulatory agencies in the implementation of its objectives.

Q3's environmental objectives are as follows:

- To minimise nuisance complaints in relation to noise, dust, vibration and works traffic.
- To maximise Q3's 'Done in one' ethos for any repair, refurbishment or maintenance work, thereby reducing waste generation and lost labour costs and minimising potential programme delays.
- To ensure that all site staff are educated on the environmental issues associated with the project, and how they can individually help to minimise potential impacts.

Q3 will respond promptly to any spill, release or pollution incident arising from its activities. Appropriate containment, clean-up and disposal measures will be implemented in accordance with legal requirements and internal procedures.

Pollution effects are contained and minimized; clean up procedures are in place to respond effectively once an incident is discovered.

Q3 is responsible for ensuring that regular site inspections are completed to check environmental requirements as follows:

1. Noise and vibration
2. Dust generation
3. Graffiti and vandalism
4. Secure storage of materials

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5. Waste management and disposal
6. Environmental incidents and complaints
7. Emergency response preparation.

Before works to any property are started, a Method Statement is prepared specifying how the requirements for environmental issues are to be addressed.

The Method Statement will typically include:

- A description of the works to be undertaken in the period covered by the
- Programme of works
- Access routes/points
- Methods of site communication
- Equipment and plant to be used
- Method of delivery/removal of materials and plant from site
- The probable impacts identified by the activities to be carried out and the location
- Identification of who or what is likely to be affected by the works (with predicted noise/dust levels if available and appropriate)
- The on-site monitoring arrangements
- The on-site mitigation methods to be used to minimise the impact
- A register of all relevant consents obtained for the works
- A list of those notified of the works and the date of that notification.

Recycling policy

Q3's recycling policy is part of our approach to Sustainable Development. The policy has the following key themes:

- Pursuing energy-efficient and energy-saving options in our operations, so as to optimise resource use
- Taking account of the life cycle of materials and the need to reduce the environmental impact of waste generation
- Maximising the reuse and recycling of materials
- Ensuring the rapid and efficient removal of waste
- Identifying, sourcing, and using environmentally and socially responsible materials, including the use of providers of 'green' energy
- Using our staff's understanding of Q3's environmental management system to minimize the adverse impacts of our day-to-day operations on the local environment and quality of life.

In our day-to-day business activities, we apply green, environmentally friendly measures that include:

- Re-using, refilling and recycling office materials, such as toner and printer cartridges,
- Using only recycled paper, files etc.
- Using electronic media to print only when necessary, and try to reduce the amount of waste produced by the business by printing on both sides of paper when possible
- Endeavouring to re use or recycle all construction materials and use, where possible re cycled materials such as brick rubble, crushed concrete and pre used timber products.
- Recycle all office waste at local recycling plant

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- Reduce the energy and water consumption of the office and minimise CO2 emissions by: switching off lights when not needed, ensuring that taps are switched off after use and by wearing warmer cloths in cold weather to reduce unnecessary use of heating equipment
- Invest in improved energy efficiency of products we use and investigate the use of environmentally safe and sustainable energy sources
- Q3 will comply with its waste Duty of Care obligations by ensuring waste is stored securely, preventing escape or pollution, providing accurate descriptions of waste, retaining appropriate records, and transferring waste only to authorised carriers or facilities.

We will implement the following recycling policies:

Waste separation and recycling (England)
Where required by law, Q3 will separate workplace waste into the required waste streams prior to collection, including dry recyclable materials, food waste and non-recyclable waste. Suitable arrangements will be maintained to ensure waste is collected, recycled or disposed of in a lawful and responsible manner.

Q3's will develop their existing Environmental Management Policy by minimising the production of waste through good purchasing practice, reuse and economic recycling.

Specific Aims

1. Cultivate a work ethic with a high level of awareness of waste minimisation and recycling within Q3's and our industry.
2. Promote economy in the use of paper and raw materials
3. Encourage the purchase of recycled materials and those that are suitable for disposal by recycling.
4. Favour suppliers who remove packaging as part of their supply contract and obligations and who operate according to sound environmental principles.
5. Minimise waste by encouraging the exchange, and reuse of equipment and materials amongst Q3's and its contractors.
6. Develop a waste management strategy that accommodates recycling procedures and initiatives.
7. Develop a range of recycling options

Q3 will provide appropriate environmental awareness training, guidance and information to staff and managers. Feedback will be encouraged to support continuous improvement. The policy will be communicated to staff via the notice board and at scheduled progress meetings

We have identified the following as examples of materials or substances, which could potentially be harmful to the environment:

- Cleaning products for bathroom and kitchen area
- Diesel and petrol in storage or in our vehicles
- Other cleaning fluids in storage in our vehicles

We will ensure that these materials are stored, handled and disposed of in a responsible way that will minimise any potential for pollution to air, land or water. We will use products with a lower pollution potential if possible.

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We will implement the following measures to help the business and its employees to use 'green transport':

- By providing facilities for cyclists; i.e. a cycle rack in car park,
- Encouraging the use of public transport by providing information on local routes and a scheme to reimburse fares paid to and from site.
- Encouraging our staff, and contractors, to use 'route planning' websites to minimise their fuel consumption if they have to use a vehicle to carry out their jobs.

Q3's considers the environmental impacts of its products at all stages of their life cycle.

For example,
- We will consider whether a product can be re used or recycled after use,
- That it is the most energy efficient model/type available at the time
- We will try to reduce our consumption of raw materials.

Q3's will set environmental targets and goals designed to improve our environmental performance.

We will conduct an annual self-evaluation of our performance in implementing these policies by:
- Checking our energy bills for increased or decreased consumption,
- Getting staff feedback and suggestions on our progress throughout the year on environmental issues and our recycling policies.
- Checking our supply chain costs and
- Checking that our suppliers/contractors are complying with our Environmental Management policy requirements.

This policy is aligned to our ISO 14001 standard management system and procedures and is made available on request, through our company web site, portal and site management teams.

S.W.Bellew

Stuart Bellew
Chief Operating Officer
1 April 2026

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