

Integrated Management System

Sustainability Policy Statement

Scope

The purpose of this policy is to set out Cibes Lift UK and Apex Lifts' approach to environmental sustainability. Cibes Lift UK understands the requirement to decrease the strain we are placing on global resources and our wider environment. This policy applies to all Cibes Lift UK direct and indirect activities as well as its employees when undertaking business on behalf of Cibes Lift UK.

Policy Statement

It is Cibes Lift UK policy to meet the responsibilities of the Government for Sustainable Development. Cibes Lift UK are committed to adopting fundamental practices to reduce the impact of our company and its employees on the earth's natural resources.

Cibes Lift UK aim is to help create sustainable communities, where people live and work, by improving the lives of those in deprived communities and socially excluded groups.

We are committed to reduce the effects of global warming by changing the way we generate and use energy.

Apex appreciate the need to not be complacent with the changes we make towards sustainable development, but to continually consider:

- Are we doing enough?
- What more can we do.

Cibes Lift UK understand the need to not only set a good example but to encourage others, including its wider supply chain, to help produce a sustainable future.

Cibes Lift UK is fully committed to maintaining and improving the environment. Since 2004 we have maintained our accreditation to BS ISO 14001, which has facilitated a systematic approach to managing our approach to sustainability.

Cibes Lift UK believe that all companies, irrelevant of their size or function, can reduce their negative environmental impact. Within our business we reuse, recycle and conserve energy, and procedures are continuously reviewed to reduce our environmental impact.

Sustainable development is considered at director level for all decision making. Employees are encouraged to present practical suggestions to the HSQE Manager in order to facilitate an open-door policy aspect to our sustainability development.

Definitions

Sustainability can be defined as meeting the needs of today without compromising the needs of tomorrow.

Aims

The following information illustrates major sustainable developmental aims of Cibes Lift UK. To each aspect we have stated the various measures employed by Cibes Lift UK to reduce negative environment impact and positively support sustainability:

Lift Installation – Power Consumption Analysis

Cibes Lift UK assist in the provision of reducing lift energy consumption through our Green Strategy Programme, comprising of 4 simple stages:

1. Power-use analysis to monitor, calculate, and provide full data of the energy use of a lift under our maintenance portfolio.
2. Technical team will analyse this data and report to the client areas where the adoption of various eco-solutions would be advisable.
3. Energy efficiency proposals will be highlighted to the client and fitted where possible.
4. Power Analyser will monitor and provide full comparative data on an ongoing basis to illustrate the subsequent energy savings of the same lift.

Travel

- Drivers complete CPD training to highlighting safe, fuel-efficient driving skills.
- Engineers, where possible, are allocated walking routes.
- Engineers are organised to commute together to reduce single occupancy of vehicles.
- The promotion of the use of public transport to travel to meetings and sites.
- Telephone conference calls organised to minimise unnecessary business travel.
- Provision of safe storage for employees' bikes at offices.

Utility Efficiency Initiatives

Water

- Employees encouraged to only use the required quantity and to not leave taps running unnecessarily.
- Well-maintained offices with employees reporting any dripping taps or other deficiencies immediately to HSQE Manager or Office Manager for action.
- Water saving devices fitted to all toilets to reduce flush waste.

Electricity

- Windows and doors are kept closed to maintain the temperature and reduce the energy use of the air-conditioning system.
- Offices are fully fitted with double glazing units.
- Efficient, modern air-conditioning fitted within offices and programmed to be switched off out of office hours (i.e. between 18:00 and 08:00)
- All machinery, kitchen equipment, computers, printers, photocopiers, and lights are switched off every night by cleaning staff.
- All IT equipment set to standby after 5 minutes of non-use.
- All IT equipment is switched off when not in use.
- New photocopiers and printers use polyester and polymerisation toner which uses less energy than conventional toners, resulting in 30% less CO2 emissions during the production process.

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Gas

Apex only use gas for the boiler system at Apex House. This system is well maintained and controlled to ensure water temperature is hot enough for use, and sufficient to reduce the risk of legionella.

Waste Management

Cibes Lift UK have established waste streams to reduce and safely dispose of all hazardous and non-hazardous waste. All waste management firms working with Cibes Lift UK are contracted to licensed companies to ensure that all waste is recycled with none reaching landfill.

All waste transfer and consignment notes are maintained by HSQE Manager who maintains a register of all waste quantities and type.

Cibes Lift UK promote to our customers the environmental benefits of using synthetic replacement oils or vegetable oil-based rape seed. In comparison to low-level degradability of hydraulic oil, synthetic oils are 98% biodegradable in just 21 days.

Apex use paints with low volatile organic compounds, ranging from 0.30% to 7.99%.

Recycling Initiatives

Cibes Lift UK have initiated several means of reuse, recycling, or implementing procedures to initially reduce the effects of waste produced.

Manufacturing and Site:

- All waste steel is reused or recycled.
- Wooden pallets are reused where possible or collected from our Workshop for recycling to compost by a licensed contractor.
- Dry mixed recycling wheelie bins provided for all recycling, inc. aluminium, paper, card, plastic bottles, and glass.

Office

- Printer toner cartridges are collected and recycled by our supplier.
- Fluorescent tubes are collated at the Workshop for recycling.
- Folders and dividers are reused.
- Paperless digital storage system in place.
- Carrier bags and boxes are reused or recycled.
- Dry mixed recycling wheelie bins provided for all recycling, inc. aluminium, paper, card, plastic bottles, and glass.
- No disposable cups, cutlery and plates are used.
- Evolve 100% recycled paper is used throughout the office.

Paper Conservation

- Double sided printing preset on all printers and photocopiers.
- Photocopiers and printers scan to email and/or folders.
- Promotion of the use of emails, both internally and externally.
- Wherever possible, all wastepaper is reused as scrap paper for notes and workings out.
- When possible, envelopes are reused with new address labels.
- Instead of sending internal Christmas cards, staff have chosen to donate monies generally spent on cards to a selected charity.
- Use of third-party software, such as Dropbox, to safely transfer large data masses and reduce any requirement to print.
- Promotional literature and reports are produced electronically.
- Promotional literature and legislative information, such as British Standards, is available from Cibes Lift UK website and/or server.
- Service Full History Reports available from our website.

Better Quality of Life Initiatives

Apex offers a flexible approach to working hours. We support workers who wish to work non-standard hours in a flexible working pattern, such as part-time and home working. This substantially reduces carbon footprint from vehicle use.

Responsibilities

Managing Director

- Champion, support and provide positive leadership to all staff in developing a positive sustainability culture.

Directors

- Promote a positive sustainability culture in the workplace.
- Assist managers with the necessary resources and applying the correct management techniques to assist with providing sustainable options.
- Undertake skills and development training and ensure staff are fully trained to discharge their duties positively.
- Monitor all employees and departmental outputs to ensure sustainability is at the forefront of products and services offered.

Managers/Supervisors

- Conduct and implement recommendations of sustainability within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Undertake skills and development training and ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful sustainable options.
- Attend training as requested in good management practice and health and safety.

Employees

- Raise issues or opportunities for sustainable options with your line manager at the earliest opportunity.
- Actively promote sustainable options to customers and others.
- Assist and utilise the company provided sustainable options.

Signature of Managing Director



..... Mr. Steve Cheney

Date: 05th January 2026