

Environmental Policy

Policy Statement

Swift Office Cleaning Services Ltd is committed to protecting the environment and reducing the environmental impact of its operations. We recognise that responsible environmental management is essential to safeguarding the future for current and future generations.

The Company is committed to preventing pollution, using resources responsibly, and continually improving its environmental performance in line with recognised environmental management principles.

Our Commitment

We are committed to:

- Reviewing and managing our supply chain to ensure that, wherever reasonably practicable, environmentally responsible and sustainable products are used
- Working with suppliers who take environmental responsibilities seriously and who operate within accredited supply chains
- Minimising waste by purchasing cleaning products in larger quantities to reduce packaging
- Using trigger spray systems as an alternative to aerosol products wherever possible
- Encouraging recycling practices across client sites and supporting waste segregation where facilities allow
- Operating recycling systems within our own offices

Sustainable Operations

- Swift Office Cleaning Services Ltd supports the Woodland Trust and plants up to 100 trees for each new client partnership
- The Company actively maintains a compact trading area, with a target of having at least 90% of clients within a 30-mile radius of our office — a target that has been achieved — to reduce vehicle emissions
- Where possible, frontline staff use public transport, further reducing the Company's environmental footprint

- Staff receive appropriate training, retraining, and ongoing monitoring to ensure environmentally responsible working practices are followed

Employee Engagement

We believe that environmental responsibility is a shared commitment. Through training, communication, and teamwork, we encourage all employees to support the Company's environmental objectives and to contribute positively to protecting the environment.

Monitoring and Review

This policy will be monitored and reviewed regularly to ensure it remains effective, relevant, and aligned with operational practices and environmental objectives. The Company is committed to the continual improvement of its environmental performance.

Together, as a team striving for the same goal, we can help protect the environment for the future.

This policy has been approved and authorised by:

Name: John Williams

Position: Director

Date: 12th February 2026

Signature:

