



Environmental Policy Review 2020

The company reviews its environmental performance using the following guidelines and implements changes to company policy as appropriate.

1. Review material purchases against previous years
2. Review utility purchases against previous years against volume and unit cost
3. Compare the volume of waste against previous years
4. Our engagement with local and national environmental bodies to improve performance
5. New and existing technologies

Company information

N.E.J. Stevenson Limited design and manufacture bespoke furniture and architectural woodwork. Located at our sole premises in Church Lawford, Warwickshire we employ forty people in design, administration, manufacturing and installation and in the 2018-2019 year the company's turnover was £3,118,163 up from £2,721,106 in 2017-18.

The environmental performance of the company is reviewed by the senior management team comprising the following:

Neil Stevenson	Managing Director
Fiona Stevenson	Finance Director
Ian Bown	Production Director
David Drew	Projects Director

Neil Stevenson takes ultimate responsibility while Fiona Stevenson co-ordinates the implementation of policy and engagement with outside bodies. As Finance director, she is responsible for the monitoring of all of the supply chain purchasing and reviews our contracts with suppliers and utility companies. Ian Bown and the Works Manager are responsible for day-to-day purchasing decisions. We view elimination of waste as both a financial issue as well as an environmental one and review our purchases monthly against yearly budgets.

Our processes change little from year to year but can be affected by new technologies and equipment, which allow us to be more efficient. As these opportunities arise, we review cost against benefit to determine whether to implement.

We have previously undertaken an analysis of our processes with Warwickshire County Council's environmental team who considered and evaluated our raw material, waste and utilities usage, before issuing the firm with a Green Achievement award in 2011. We have continued to follow the principles that gained us the award although sadly the awards no longer exist.

Purchasing Policy

All materials where possible are to be purchased according to the following guidelines;

1. The product meets the technical requirements
2. The product meets the quality requirements
3. The product is supplied from a sustainable source
4. The product is recyclable
5. The supplier is local (within 50 miles)
6. The supplier has an ethical framework for trading that includes an;
 - Environmental policy
 - Health and Safety policy
 - Equal Rights policy

Materials

We purchase a wide range of materials but our main supplies are solid timber and boards £50,183 fixtures and fittings £28,535, veneer £96,066, glass £14,171 and polishes £8,138.

All of our main administrative supplies are sourced locally within a 10-mile radius. Our raw materials are sourced in relation to specification and if an equivalent local source exists this will be given precedence. We seek to use local sources of sub-contract manufacture where possible but quality is the most important governing factor.

N.E.J. Stevenson Ltd
Postcode CV23 9HD

Value of purchases by postcode

Within 50 miles

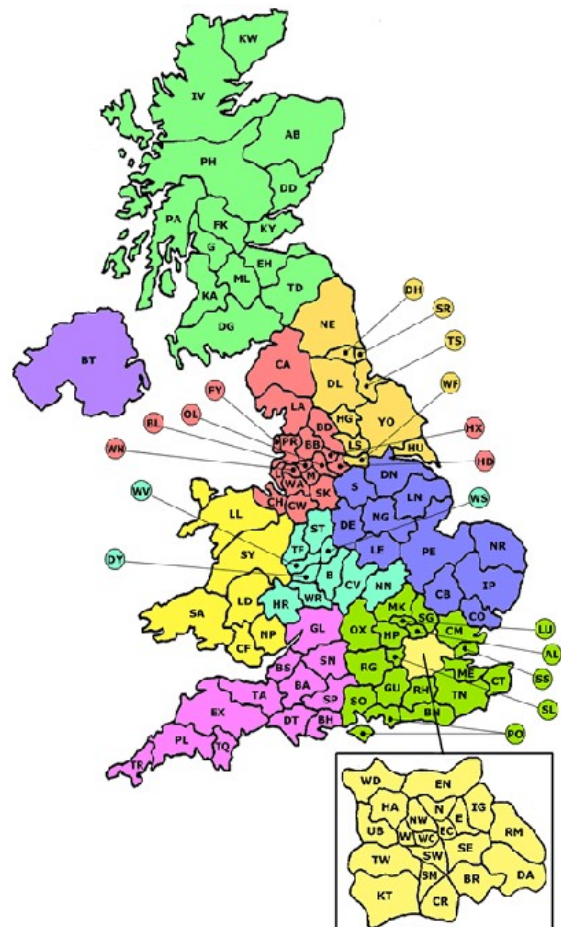
CV	£278,368
NN	£183,712
LE	£222,912
B	£84,036
OX	£9,221
NG	£23,750
GL	£144,820
	<u>£946,819</u>

London specific purchases £92,799
Utilities £,27,670
Memberships and services £67,047
Insurance, security, IT, Accounts £28,907
Specialist sub-contracting £734,993
One off equipment/software £289,190

Total purchases for period
£1,682,041

Note

We install a significant proportion of our furniture in London and when we require materials or services we endeavour to use companies local to the project sites.



Environmental Issues

Climate change

All of the company's activities have a potential effect on our climate as well as profitability. The benefits of economy and efficiency in our working practises will provide personal and global benefits. We understand that:

- Our usage of power from non-renewable resources is unsustainable and that we must work towards renewable energy resources with reduced carbon emissions.
- Timber from unsustainable sources has a detrimental effect on carbon capture but timber is also a major sustainable resource. We are committed to the promotion of timber as an important part of climate care.
- Our use of motor vehicles in order to conduct our business represents a significant challenge to us in reducing emissions and fuel usage.
- Some of our polishes are solvent based with potentially harmful emissions.
- Burning of our timber waste for heat is both an environmental benefit and problem.

Electricity

We produce bespoke products and do not operate a standard manufacturing process; consumption of power by machines is extremely varied with total usage reflecting the type and volume of business activity. However, following advice from energy consultants we have analysed our electrical usage and upgraded our supply systems to improve efficiency.

Electrical usage

		per £1000 of turnover	per staff member
2018	104,020 kwh	38	3,058 kwh
2017	97,453 kwh	38	3,045 kwh
2016	89,561 kwh	52	2,889 kwh
2015	86,701 kwh	45	3,096 kwh
2014	93,207 kwh	46	3,328 kwh
2013	107,683 Kwh	87	3,988 kwh
2012	88,006 Kwh	44	3,384 kwh
2011	85,280 Kwh	80	3,280 kwh

Actions in 2019

- We consolidated four separate power supplies into one
- We changed all the workshop lighting to LED
- We installed a 50Kw PV array

Polishes

We use synthetic lacquers for polishing; we minimise their impact by using a pressurised lacquer system, which reduces both compressed air and lacquer use by at least 30%. This in turn reduces the amount of fumes and solids entering our extraction system. The system incorporates two sets of filters to remove the majority of particulates from the outflow. As less toxic materials are developed, we constantly review the types of polishes used and will move to water-based systems as quickly as possible.

Actions in 2019

- We replaced the extraction system with a new enclosed and double filtered booth

Timber

We are conscious of the need to purchase sustainable materials and as such only purchase timber and timber products from ethical companies working within the UK who can supply chain of custody evidence. Where possible those timbers are FSC or PEFC but as only around 10% of the world's timber is accredited it is not always possible. We take guidance on additional accreditation from CPET (Central point of Expertise for Timber).

All timber purchased is from companies that abide by the European Timber Regulations. We are opposed to using non-European timbers but the nature of our service means that sometimes we have to meet our customer's requirements, in particular with respect to work in historic buildings.

Transport

The operation of the business requires us to use vehicles to facilitate work, visit clients and deliver goods. We minimise road journeys by using trains where possible, however being located in rural Warwickshire, public transport is not a viable option for most employees. We have introduced a bicycle scheme for our staff and currently 18% of our staff use bicycles for some journeys.

- Currently 60% of our business is in London and we utilise public transport and bicycles where possible.

Water

The company's manufacturing processes do not require significant quantities of water. However, the company has noticed a significant increase in usage since 2014. Our main water use is for toilets, hand washing, general cleaning and refreshments. We have introduced water boilers to replace kettles and low use cisterns. We believe the increase relates to the introduction of regular cleaning routines and the increase of company owned vehicles, which require regular cleaning. We are considering the possibility of rainwater harvesting as a possible solution to some of these issues.

Water usage

2018	320 m ³	per £1000 of turnover	0.118	per staff member	9.41
2017	333 m ³		0.130		10.4
2016	346 m ³		0.201		11.2
2015	324 m ³		0.168		11.6
2014	288 m ³		0.140		10.3
2013	150 m ³		0.121		5.5
2012	140 m ³		0.069		5.3
2011	222 m ³		0.208		8.5

Waste management

We use a wide range of finishing materials with widely differing environmental impacts. All of our liquid waste material from the polishing process is stored in a single steel drum and recycled once a year by a regulated recycler, Duston Oils who state the following;

“Paint and thinners are collected by curtain-side truck and transported to our site in Duston where they are stored until an economic load size has accumulated. They are then transported to a permitted recovery facility where the thinners are recycled by distillation for re-use. The residual paint is mixed with other waste streams and incinerated in a cement kiln as Secondary Liquid Fuel. If the paints are recyclable then they go straight to a Secondary Liquid Fuel producer and ultimately incineration in a cement kiln.”

We re-cycle 100% of our sawdust waste by donating this free to our local farm, where it is used for animal bedding. Our solid waste is stored for heat generation during the winter and also donated to local schools for craft projects.

All other solid waste is stored in bins and collected by our recycling partner Rugby Borough Council. Currently they are unable or unwilling to provide any data on commercial waste recycling.

Liquid waste: Litres

2018	336 per £1000 of turnover	0.12 per staff member	9.88
2017	250	0.10	7.81
2016	205	0.12	6.61
2015	205	0.11	6.83
2014	205	0.10	7.07
2013	205	0.17	7.59
2012	205	0.10	7.88

Note – The liquid waste is primarily created by the polishing shop we employed a second polisher in 2018

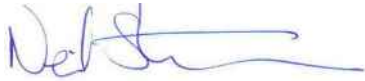
Solid waste: Litres

2018	286000 per £1000 of turnover	105 per staff member	8412
2017	275000	108	8594
2016	250800	146	8090
2015	238700	124	7957
2014	223300	109	7700
2013	192500	156	7130
2012	171600	86	6600

Note – 2017 and 2018 saw major refurbishment throughout the whole manufacturing area including clearing waste left by previous occupants

Improvement proposals for 2019

1. Refurbish offices improving efficiency, well-being, insulation and energy usage with LED lighting and air source heat pumps.
2. Reviewing packaging materials.
3. Explore electric vehicle options
4. Review feasibility of rainwater harvesting

A handwritten signature in blue ink, appearing to read 'Neil Stevenson', with a long horizontal flourish extending to the right.

Neil Stevenson
Managing Director