

# No Idling Policy

## Charles Twite & Co Ltd

### Policy Statement

Charles Twite & Co Ltd is committed to promoting environmental sustainability and reducing our carbon footprint. To support this commitment, we have implemented a No Idling Policy aimed at minimizing unnecessary vehicle emissions, conserving fuel, and promoting a healthier environment for our employees, clients, and the communities in which we operate.

### Scope

This policy applies to all employees, contractors, and visitors operating company-owned, leased, or personal vehicles on Charles Twite & Co Ltd premises or during company business.

### Policy Guidelines

#### 1. No Idling Requirement

- All drivers of vehicles associated with Charles Twite & Co Ltd are required to turn off their engines when the vehicle is stationary for more than one minute, except in the following situations:
  - When stuck in traffic.
  - When it is necessary to maintain operation of essential vehicle functions (e.g., operating a lift or other auxiliary equipment).
  - When it is required for safety reasons (e.g., during extreme weather conditions to operate heaters or air conditioners).
  - When performing inspections or maintenance where the engine must be running.

#### 2. Application in Loading/Unloading Areas

- Vehicles should not be left idling while waiting to load or unload materials. Drivers must switch off the engine upon arrival and restart it only when ready to depart.

#### 3. Employee Responsibilities

- All employees are responsible for adhering to this No Idling Policy. Employees who operate vehicles as part of their job must ensure that they comply with this policy at all times.
- Employees are encouraged to remind colleagues, contractors, and visitors of this policy if they observe unnecessary idling.

#### 4. Training and Awareness

- Charles Twite & Co Ltd will provide training and resources to ensure that all employees understand the importance of reducing idling and how to comply with this policy.
- Signs reminding drivers of the No Idling Policy will be posted in relevant areas, such as loading bays and parking lots.

## 5. Environmental Benefits

- Reducing idling helps lower greenhouse gas emissions, contributing to cleaner air and a healthier environment. It also reduces fuel consumption, leading to cost savings for the company and promoting responsible energy use.

## 6. Compliance and Enforcement

- Compliance with this policy is mandatory. Managers and supervisors are responsible for ensuring that their teams adhere to the No Idling Policy.
- Non-compliance with this policy may result in disciplinary action, up to and including termination of employment, for employees. Contractors and visitors who do not comply may be subject to removal from the premises.

## Review and Continuous Improvement

This policy will be reviewed annually to ensure its effectiveness and relevance. Charles Twite & Co Ltd is committed to continuously improving our environmental practices, and we welcome feedback from employees and stakeholders on ways to enhance our sustainability efforts.

## Approval

This policy has been approved by the Managing Director of Charles Twite & Co Ltd.

Signed,

*S. Brierley*

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Steven Brierley  
Managing Director  
Charles Twite & Co Ltd  
07.03.24