

Darko Developments Environmental & Sustainability Policy

Organisation: Darko Developments ltd

Business profile: UK-based commercial fit-out contractor delivering restaurants, hospitality environments, retail interiors and commercial refurbishments

Document owner: Directors

Jurisdictional basis: drafted primarily against England and England/Wales environmental requirements; project-specific addenda should be issued for Scotland, Wales or Northern Ireland where local rules differ

Website: www.darkofitouts.com

Version: v1.0

Review cycle: annual, or sooner following a material legal, client or operational change

Executive summary

This document is written as a procurement-ready environmental and sustainability policy for Darko Developments. It is intentionally structured to reflect what UK construction buyers and assessment bodies now expect from suppliers: Constructionline describes an environmental policy as an essential document and expects it to cover legislation, training, monitoring, review, senior approval and at least waste and energy management; its current Gold & Platinum checklist asks whether a supplier has an Environmental Management Policy and documented arrangements for identifying environmental aspects and impacts, allocating responsibilities, communicating controls and monitoring incidents, emergencies and complaints. Build UK states that the Common Assessment Standard is the industry-agreed pre-qualification question set for suppliers, and that central government departments and wider public sector bodies should use it to pre-qualify suppliers. CHAS positions both Common Assessment certification and wider ESG evidence as tools for prequalification and tender responses.

The policy is grounded in current primary UK guidance and regulation relevant to a commercial fit-out contractor: DEFRA and the Environment Agency's waste duty of care code, hazardous waste guidance, waste classification rules, pollution prevention guidance, workplace recycling rules, the Government Buying Standards for construction, UK timber legality and FLEGT controls, and Building Regulations guidance on conservation of fuel and power. It also draws on CIRIA's construction-site and fit-out good-practice materials, WRAP's business recycling guidance, and the Construction Leadership Council's priorities on logistics, zero-emission transport and higher building energy performance.

No specific turnover, fleet size or ISO certification status is assumed here. That is deliberate. Build UK notes that the Common Assessment Standard is applied proportionately to micro-businesses, and Constructionline likewise recognises proportionate assessment routes. This policy therefore sets clear minimum documented arrangements and measurable targets without inventing a corporate footprint that has not been specified. Because many of the cited operational rules apply specifically to England or England/Wales, Darko should issue local project addenda when working elsewhere in the UK.

Policy statement and scope

Darko Developments is committed to delivering commercial fit-out and refurbishment projects in a way that prevents pollution, protects people and the environment, complies with applicable law, supports clients' sustainability objectives and improves environmental performance over time. In practice, that means Darko will apply the waste hierarchy; classify and document waste correctly; transfer waste only to authorised parties; manage hazardous waste with the correct controls and paperwork; prevent contamination of air, land, drains and water; reduce waste, energy use, fuel use and transport-related emissions; procure legal, lower-impact materials; and monitor, review and improve performance.

This policy applies to Darko-managed premises, temporary project sites, offices, welfare areas, storage locations, deliveries, waste handling, procurement activity, directly employed staff, agency workers and subcontractors working under Darko's control. It is the company's minimum environmental standard for restaurant, hospitality, retail and commercial refurbishment projects. Where clients, landlords, designers, planners, principal contractors or local authorities impose stricter requirements, those stricter requirements will be added through project-specific environmental plans, RAMS, logistics plans, permits, licences or contractual obligations.

The Directors approve this policy, remain accountable for its implementation, and will review it at least once each year. Review will also be triggered by significant incidents, sustained complaints, legal change, new tender requirements, or material changes to Darko's operating model. Constructionline's own guidance expects a basic environmental policy to show continual improvement, legislative compliance, awareness training, a formal monitoring and review process, and senior-manager sign-off; this document follows that structure.

Legal and procurement framework

Reference	Why it matters to Darko Developments	Minimum company response	Source
Environmental Protection Act 1990 section 34 and the Waste Duty of Care Code	Darko produces, keeps, carries and transfers construction, refurbishment and commercial waste. The duty of care requires waste to be kept safe, described accurately and given only to authorised businesses; failure can lead to prosecution and unlimited fines.	Keep waste secure; prevent escape; verify the next holder and destination; provide an accurate written description; retain records.	
Waste (England and Wales) Regulations 2011 and waste classification guidance	Darko must apply the waste hierarchy and classify waste before it is collected, recovered or disposed of; classification is needed for paperwork, handling and lawful routing.	Prioritise prevention, re-use, recycling and recovery over disposal; assign correct LoW/EWC codes; identify hazardous waste before transfer.	
Hazardous waste guidance and consignment-note rules	Fit-out and refurbishment work can generate hazardous wastes such as asbestos, chemicals, batteries, solvents, oils and contaminated containers. Hazardous waste must move under consignment-note controls.	Segregate hazardous waste; store it separately; use consignment notes; send only to authorised facilities; retain records.	
Waste carrier, broker and dealer registration and the public register	Any business that transports waste, arranges transport or deals in waste may need registration. Construction and demolition waste is specifically relevant to upper-tier registration tests.	Check whether Darko or any waste partner must be registered; verify subcontractors and waste vendors on the public register before appointment.	
Simpler Recycling rules in England	Since 31 March 2025, all workplaces in England must	Separate workplace waste streams on Darko sites and	

Reference	Why it matters to Darko Developments	Minimum company response	Source
and WRAP's business recycling guidance	separate dry recyclables, food waste and residual waste before collection, with a temporary micro-firm exemption until 31 March 2027. WRAP's DEFRA-backed guidance translates this into practical collection and monitoring steps for businesses.	offices in England; agree collection arrangements with service providers; monitor contamination and service performance.	
Environment Agency and DEFRA pollution-prevention guidance	Construction and fit-out operations can pollute drains, surface water, ground and air. Official guidance covers drains, storage, loading/unloading, bunding, spill response, excavations and contaminated water.	Maintain drainage awareness, spill kits and incident procedures; use suitable containers and secondary containment; manage contaminated water and loading areas correctly; prepare a pollution incident response plan.	
HSE dust guidance, CIRIA site guidance, and Control of Pollution Act practice	Dust is both a health risk and a neighbourhood issue; noisy construction work may need controls and, where appropriate, Section 61 prior consent with the local authority. CIRIA frames nuisance, dust, noise, emissions, waste, traffic and resource issues as core site-level environmental management topics.	Apply dust suppression and housekeeping controls; control noisy works and working hours; assess whether Section 61 engagement is needed on affected projects; brief teams on nuisance management.	
Building Regulations 2010 and Approved Document L	Commercial fit-out work can affect conservation of fuel and power where the scope engages controlled building work or building-services changes.	Review each project scope for Building Regulations implications; where Part L is triggered, specify and install	

Reference	Why it matters to Darko Developments	Minimum company response	Source
	Approved Document L provides the current guidance framework in England.	compliant solutions and retain supporting records.	
UK timber and FLEGT controls	Operators must not place illegally harvested timber on the GB market and must apply due diligence; FLEGT-licensed timber from the relevant partner country is treated as legal once verified.	Require legal timber; retain supplier and due-diligence information; prefer FSC, PEFC or verified recycled/reclaimed timber where practical and client-approved.	
Government Buying Standards and construction prequalification frameworks	DEFRA states GBS can be used as technical specifications in tender documents and encourages wider public-sector use. Build UK, Constructionline and CHAS all frame environmental management as a core supplier prequalification requirement.	Use GBS-informed specifications where relevant; maintain an auditable policy, targets, training records, review process and supply-chain controls suitable for Constructionline, CHAS and Build UK CAS questions.	

Objectives, targets and KPIs

Constructionline's guidance says stronger environmental policies move beyond generic statements and include specific targets on waste, carbon, energy or fuel, water, transport planning, nuisance, pollution, solvent reduction and raw materials. Darko's targets are set on that basis, but kept proportionate to a specialist fit-out contractor whose current turnover, fleet size and certification status have not been specified.

Theme	Year-one minimum	Medium-term ambition	KPI and evidence
Waste generation intensity	Establish baseline on projects over 100 m ² or £20k using either kg/m ² or kg per £100k contract value, depending on available data.	Reduce waste intensity by 15% from baseline within 3 years.	Waste tickets, skip reports, contractor tonnage statements, procurement comparisons.
Reuse, recycling and recovery	Achieve at least 85% of recorded project waste by weight diverted to re-use, recycling or recovery where waste-route data is available.	Achieve 90%+ within 3 years.	Monthly waste summary, supplier reports, project close-out review.
Diversion from landfill	Limit landfill to 5% or less of recorded project waste by weight.	Limit landfill to 2% or less within 3 years.	Waste contractor destination data and end-of-project reconciliation.
Workplace waste compliance	On all English workplaces controlled by Darko, separate dry recyclables, food waste and residual waste before collection, subject to the legal micro-	Maintain 100% compliance.	Bin signage, collection contracts, photos, contamination checks.

Theme	Year-one minimum	Medium-term ambition	KPI and evidence
	firm timetable where applicable.		
Energy and temporary power	Establish baseline for temporary electricity, generator fuel and major plant fuel on projects lasting over 4 weeks.	Reduce energy/fuel intensity by 10% from baseline within 3 years.	Meter readings, fuel receipts, generator logs, monthly PM report.
Transport and logistics emissions	Communicate a 100% no-unnecessary-idling rule ; record consolidated deliveries and business mileage where possible.	Reduce transport-emissions intensity by 10% from baseline within 3 years and increase zero/low-emission vehicle use where viable.	Delivery booking log, mileage/fuel records, logistics plan review.
Sustainable procurement	Assess suppliers representing 80% of annual spend against Darko's sustainability questionnaire in year one.	Increase to 95% of spend within 3 years.	Approved supplier register, completed questionnaires, review notes.
Timber legality and responsible sourcing	Ensure 100% of timber is legal and traceable. Target 95% of virgin timber spend to be FSC, PEFC or recycled/reclaimed where available and client-approved.	Maintain legality and improve certified/reclaimed content where market and design allow.	Supplier declarations, chain-of-custody claims, invoices, procurement file.
VOC and product-impact control	Ensure 100% of wet-applied paints, varnishes, coatings, adhesives and sealants procured by Darko comply with applicable UK product-category VOC rules and have VOC labels/SDS	Maintain legal compliance and improve low-VOC share year-on-year.	Product data sheets, VOC labels, SDS, approval logs, substitution records.

Theme	Year-one minimum	Medium-term ambition	KPI and evidence
	available. Target 90% of internal wet-applied products by volume to be water-based or demonstrably low-VOC, unless specialist performance requirements or client specification justify exception.		
Training and competence	Include environmental rules in 100% of site inductions and deliver annual environmental briefing to 100% of project managers and site supervisors.	Maintain 100% coverage and increase task-specific toolbox talks on high-risk projects.	Induction sheets, toolbox records, training matrix, audit findings.

Darko will treat these metrics as management KPIs rather than marketing claims. Where baseline data does not yet exist, year one is a data-establishment year. Where project circumstances make a metric impracticable to capture exactly, Darko will use the closest reliable proxy and document that limitation in the project review. For VOC controls, the legal floor is compliance with the UK decorative-paints and related product rules, while HSE and BREEAM materials guidance support the company preference for lower-VOC products and clear product data.

Responsibilities, competence and communication

Current UK prequalification frameworks expect suppliers to identify who is responsible for environmental management, how competent advice is accessed, how the workforce is trained, how procedures are reviewed, and how subcontractor environmental controls are managed. Constructionline's current checklist asks these questions directly, and CIRIA's environmental good-practice training is specifically aimed at site managers and others responsible for controlling environmental impacts on construction sites. CHAS also treats environmental management as a core area of Common Assessment Standard compliance.

Directors

Project Managers

Competent Environmental Advice

Site Supervisors / Forepersons

Procurement and Supplier Approval

Operatives and Subcontractors

Incident / Complaint Log

Client / Principal Contractor Reporting

Regulator Notification if required

Directors. The Directors approve the policy, allocate resources, appoint competent environmental advice where internal capability is insufficient, review quarterly KPI performance, lead annual management review, and decide corrective action after serious incidents or persistent underperformance.

Project Managers. Project Managers are responsible for project-level environmental planning and delivery. They will identify environmental aspects and impacts at pre-start, confirm waste routes and legal authorisations, approve products and substitutions against timber, VOC and resource criteria, brief supervisors, monitor project KPIs, manage complaints and incidents, and ensure records are complete for handover and tender evidence.

Site Supervisors and Forepersons. Site Supervisors control the day-to-day site environment. They run inductions, maintain housekeeping, check waste segregation, verify

storage and spill controls, monitor dust/noise controls, stop non-compliant practices, keep the environmental checklist current, and escalate incidents immediately.

Subcontractors and suppliers. All subcontractors and suppliers working under Darko's control must comply with this policy, site rules, agreed RAMS and environmental instructions. They must use designated waste routes, provide SDS and product data where required, use only approved disposers and carriers, report spills, complaints and near misses immediately, and cooperate with audits and corrective actions.

Communication and reporting. Environmental requirements will be communicated through tender enquiries, purchase orders, subcontract orders, pre-start meetings, site inductions, toolbox talks, signage and project reporting. The minimum cadence is a daily site check by the supervisor, a weekly environmental checklist, a monthly project-manager review, a quarterly management review by directors, and an annual policy review. Where contracts require client reporting, Darko will issue a monthly environmental summary covering waste, incidents, complaints, deliveries, corrective actions and any client-specific metrics.

Operational controls for projects and supply chain

Waste management and segregation. Darko will manage waste in accordance with the duty of care, the waste hierarchy and current classification guidance. Every controlled waste stream must be identified, stored safely, described accurately and routed through authorised parties. Non-hazardous waste will move under waste-transfer-note controls; hazardous waste will move under consignment-note controls; and records will be retained for the required periods. Darko will verify waste carriers and receiving sites before use and record LoW/EWC codes, quantities, container types, transfer point, SIC code, authorisations and any special handling information. On projects with sufficient space and wastage to justify separation, Darko's default stream set will be wood, metals, plasterboard/gypsum, cardboard/paper, plastics/packaging, mixed recyclables, residual waste, and any hazardous or special streams generated such as batteries, lamps, solvents, chemicals or WEEE. Hazardous and non-hazardous waste will not be mixed.

Materials and procurement. Darko will procure with a clear preference for lower-waste, lower-impact and legally compliant materials. Public-sector or sustainability-led projects will be reviewed against the Government Buying Standards, which DEFRA states can be used as technical specifications in tenders. The company will prefer standard sizes, accurate take-offs, modular or off-site solutions where they reduce waste and transport, and supplier take-back options for pallets, reels, packaging and offcuts where commercially workable. All timber must be legal and traceable; where Darko is the relevant operator, due diligence information must be gathered, assessed and, where necessary, risk-mitigated. Darko's default procurement preference for virgin timber is FSC-, PEFC- or demonstrably recycled/reclaimed content where available and client-approved. For internal paints, varnishes, adhesives, coatings and sealants, Darko will require VOC labels and SDS, prefer water-based or low-VOC options where technically feasible, and follow any project-specific BREEAM or equivalent emissions criteria where these apply.

Supplier assessment criterion	Darko minimum expectation	Typical evidence requested
Legal compliance and insurance	No critical legal non-compliance; required registrations and insurances current	Company details, insurances, permits, waste-carrier registration where relevant

Supplier assessment criterion	Darko minimum expectation	Typical evidence requested
Environmental policy and governance	Supplier has an environmental policy or equivalent arrangements proportionate to its size	Policy, management statement, named responsible person
Waste and packaging control	Supplier can describe waste reduction, take-back, packaging minimisation or recycling routes	Take-back terms, packaging data, recycling process description
Materials sustainability	Supplier can evidence legal timber, recycled/reclaimed content, recycled packaging or equivalent lower-impact credentials	Timber declarations, FSC/PEFC claims, recycled-content statements
VOC and product health data	Supplier can provide VOC data, SDS and low-VOC options where relevant	Product datasheets, SDS, VOC labels, emissions certificates
Transport and logistics	Supplier can support consolidation, realistic delivery windows and reduced-idling expectations	Delivery plan, fleet information, delivery-service terms
Training and competence	Supplier personnel understand the environmental controls relevant to their trade	Training records, toolbox records, competence declarations
Incident history and improvement	Supplier discloses material incidents and corrective actions honestly	Incident log summaries, corrective-action evidence
Data transparency	Supplier is willing to provide waste, material or delivery data needed for reporting	Sample reports, agreed KPI return format

Darko will use this table as an approval and review tool rather than a one-off gateway. High-spend or high-risk suppliers should be reviewed annually. The criteria reflect the kinds of evidence now sought through Constructionline, CHAS and wider Common

Assessment Standard responses, together with GBS-informed procurement and legal source-control requirements.

Pollution prevention. Darko will prevent pollutants entering air, ground, drains and water. Site teams will identify drainage routes before wet works, fuels, chemicals or wash-out activities begin; only clean water will be allowed to enter surface-water systems; contaminated water will be directed to foul drainage only with permission or removed by authorised waste contractors. On longer-duration or higher-risk sites, a drain plan will be prepared or obtained. Liquids, chemicals, paints, fuels and waste will be stored in good-condition containers, clearly labelled, protected from damage and, where needed, placed within suitable secondary containment. Site teams will keep spill kits adjacent to storage, loading and transfer areas, supervise deliveries, and use dedicated areas for activities involving concrete, cutting, fuel or other potential pollutants. If polluting material has entered or could enter a watercourse or soak into the ground, the Environment Agency hotline must be contacted immediately.

Dust, noise and nuisance. Dust control at Darko sites is both an environmental and occupational-health requirement. Fit-out activities that generate dust will use the least dusty practicable method, local extraction or suppression where appropriate, controlled cutting zones, sealed waste bags or containers, prompt clean-down, and route protection for occupied areas. Noisy works will be planned around client and neighbour constraints. Project Managers will review local authority requirements, including whether Section 61 engagement is appropriate for materially noisy works. The aim is to use best practicable means to reduce nuisance, complaints and delay. CIRIA's current construction guidance explicitly treats nuisance, including noise, vibration, lighting, dust, emissions and odours, as an environmental-management issue at site level.

Energy, water and resource efficiency. Darko will reduce temporary power and site resource use through practical site controls rather than waiting for full corporate decarbonisation systems. That includes switching off tools, plant, heaters and lighting when not in use, preferring LED site lighting and efficient temporary power setups, reducing generator runtime where mains or shared power is available, checking for water leaks, protecting reusable materials from damage, and ordering only what is needed. Where fit-out scope affects building services or fabric performance, Darko will review whether Building Regulations Part L is engaged and will then follow the applicable guidance. These actions align with both Approved Document L's energy-performance framework and the Construction Leadership Council's priorities around operational energy efficiency, zero-emission transport and improved on-site logistics.

Transport and logistics. Deliveries will be booked and sequenced to avoid congestion, abortive trips and unnecessary double-handling. Darko will use pre-arranged delivery routes where practicable, avoid unnecessary priority deliveries, encourage consolidated loads, and communicate a no-unnecessary-idling rule to all delivery drivers and operatives. As the supply chain and economics permit, Darko will prefer zero- or lower-emission vehicles and plant, especially for urban work where air-quality pressures are higher. This directly reflects the CLC's published priorities on zero-emission vehicles and improved on-site logistics to reduce waste and transport to site.

Site controls, audits and records. Constructionline's current checklist asks suppliers not only for a policy but also for arrangements to identify key aspects and impacts, communicate controls, and monitor incidents, emergencies and complaints. Darko will therefore treat recordkeeping as part of environmental compliance, not an optional add-on. Each project file will keep the environmental checklist, induction and toolbox records, waste notes, hazardous-waste notes, key supplier declarations, incident and complaint log, monthly KPI summary, and a short close-out review of lessons learned. Directors will review aggregate KPI performance quarterly, and project managers will close out corrective actions against named deadlines.

Training and competence. Environmental requirements will be included in every site induction. Toolbox talks will cover the specific environmental risks on each project, such as segregation, spill response, dust control, chemical handling, drain protection and delivery rules. Project Managers and Site Supervisors will receive at least annual environmental refresher training, and Darko will obtain competent external advice where specialist issues arise. This approach matches the emphasis placed by Constructionline on environmental advice and workforce understanding, and by CIRIA on practical site-level competence for environmental control.

Incident reporting, corrective action and continuous improvement. All spills, pollution incidents, substantiated complaints, enforcement contact, waste-route failures and serious non-conformances must be reported immediately to the Site Supervisor and Project Manager. Immediate action must first make the area safe and contain the issue; the next step is notification to the client, principal contractor or regulator where required; then root-cause review and corrective action close-out. For significant incidents, a lessons-learned review will be issued to relevant managers and folded into future controls, training and procurement decisions. Performance will be reviewed monthly at project level, quarterly at management level and annually at policy level, consistent with the monitoring-and-review emphasis of current procurement frameworks.

Tender wording and appendices

Suggested wording for tender submissions

Darko Developments operates a documented Environmental & Sustainability Policy tailored to commercial fit-out, hospitality, retail and refurbishment work. The policy is aligned to the DEFRA/Environment Agency waste duty of care framework, hazardous-waste controls, workplace recycling rules, pollution-prevention guidance, timber-legality requirements, Government Buying Standards and current construction prequalification expectations under Build UK's Common Assessment Standard, Constructionline and CHAS. It assigns clear responsibilities from Director to Site Supervisor and subcontractor, sets measurable targets for waste reduction, recycling, landfill diversion, energy, transport and procurement, and requires site-level controls for waste segregation, drainage protection, spill response, dust, noise, logistics, monitoring and corrective action. Darko does not assume certification it does not hold; instead, it evidences proportionate, auditable management arrangements suitable for tenders, supplier onboarding and project delivery.

One-page procurement summary sheet

Item	Darko Developments position
Environmental management status	Documented Environmental & Sustainability Policy approved by Directors
Operating sectors	Commercial fit-out, restaurants, hospitality, retail interiors, refurbishments
Legal/guidance alignment	Waste duty of care, waste hierarchy, hazardous waste, workplace recycling, pollution prevention, timber legality, GBS, Part L review where relevant
Core targets	15% waste-intensity reduction from baseline in 3 years; 85%+ reuse/recycling/recovery in year one; 95%+ landfill diversion in year one; 100% legal timber; 100% VOC legal compliance; 80% supplier-spend sustainability review in year one
Governance	Directors accountable; PMs plan and report; Supervisors enforce daily controls; subcontractors comply through induction and contractual requirements

Item	Darko Developments position
Site controls	Segregation, authorised waste routes, spill kits, drain awareness, dust/noise controls, delivery management, no unnecessary idling
Monitoring	Daily checks, weekly checklist, monthly PM review, quarterly management review, annual policy review
Records retained	Waste transfer notes, hazardous waste consignment notes, product datasheets/SDS, supplier approvals, incident logs, KPI reports
Procurement-readiness value	Suitable for Constructionline, CHAS, Build UK CAS-style environmental questions and supplier registrations
Review cycle	Annual or after legal, contractual or operational change

The summary above is derived from the policy and the cited legal and procurement basis described earlier in this document.

Appendix A: sample site environmental checklist

The checklist below is designed around the practical controls required by Environment Agency pollution-prevention guidance, HSE dust controls and the documented monitoring expected by mainstream prequalification schemes.

Topic	Check	Frequency	Status	Action / owner / due date
Waste segregation	Correct bins/skips in place, labelled and not cross-contaminated	Daily / weekly		
Waste paperwork	WTNs or consignment notes filed and legible	Weekly		
Waste carriers	Carrier and destination still verified and authorised	Pre-start / monthly		
Hazardous waste	Hazardous waste separated, containers intact, accumulation controlled	Daily / weekly		
Drainage	Drain locations known; no wet trade discharge to surface-water drains	Pre-start / weekly		
Spill control	Spill kits stocked and accessible; staff briefed	Weekly		
Storage	Liquids/chemicals/paints secured, labelled, banded or tray-contained as required	Daily / weekly		
Dust	Extraction / suppression / housekeeping in place for dusty tasks	Daily		
Noise / hours	Works within agreed hours and nuisance controls active	Daily		
Deliveries	Deliveries booked; no unnecessary idling observed	Daily		

Topic	Check	Frequency	Status	Action / owner / due date
Energy	Plant, generators, lights and heaters switched off when not needed	Daily		
Complaints / incidents	Any incident, complaint or near miss logged and actioned	Ongoing / weekly		

Appendix B: waste transfer note template

This template is for **non-hazardous waste only**. Hazardous waste movements must use a **consignment note**. The key information fields below are drawn from the duty-of-care code and the current waste-classification guidance. Retain non-hazardous records for **2 years** and hazardous consignment-note records for **3 years** unless a different rule applies.

Field	Entry
Transfer reference	
Date and time of transfer	
Place of transfer / site address	
Waste producer / transferor name and address	
SIC code of producer	
Waste description	
LoW / EWC code	
Quantity and unit	
Container type	
Is the waste loose or containerised?	
Special handling requirements / risks	
Waste hierarchy declaration	"I confirm that I have fulfilled my duty to apply the waste hierarchy."
Transferee name and address	
Waste carrier / broker / dealer registration number	
Receiving site permit / exemption / authorisation	

Field	Entry
Transferor signature	
Transferee signature	
Notes / attachments	Photos, weighbridge ticket, schedule, SDS if relevant

Appendix C: supplier sustainability questionnaire

Question	Supplier response	Evidence required
Do you have an environmental policy or equivalent documented arrangements?	Yes / No	Policy or management statement
Who is responsible for environmental management within your business?		Name, role, contact details
Do you need a waste-carrier, broker or dealer registration for the services you provide to Darko?	Yes / No / N/A	Registration number / confirmation of scope
Can you provide product SDS and VOC information where relevant?	Yes / No	SDS, VOC label, datasheet
For timber or timber-based products, can you evidence legality and certification or recycled/reclaimed status where claimed?	Yes / No / N/A	Timber declaration, FSC/PEFC or equivalent evidence
Do you offer take-back, packaging minimisation or re-use options?	Yes / No	Service description
Can you support consolidated deliveries and no-unnecessary-idling rules?	Yes / No	Delivery statement / logistics arrangements
Have you had any material environmental prosecutions, enforcement notices or major pollution incidents in the last 3 years?	Yes / No	Details if yes
Do your operatives receive environmental training relevant to their work?	Yes / No	Training records / toolbox examples
Are you willing to provide monthly waste, delivery or material data if contractually required?	Yes / No	Sample report or confirmation

Appendix D: KPI dashboard template

KPI	Baseline	Current month	Year-to-date	Target	RAG	Owner	Notes / corrective action
Waste intensity				-15% in 3 years			
Reuse / recycling / recovery rate				≥85% year one			
Diversion from landfill				≥95% year one			
Temporary energy / fuel intensity				-10% in 3 years			
Transport-emissions proxy				-10% in 3 years			
Supplier-spend reviewed				≥80% year one			
Legal timber compliance				100%			
Low-VOC legal compliance				100%			
Site-induction environmental coverage				100%			
Incidents closed out on time				100%			

Use the dashboard monthly at project level and quarterly at company level. If exact waste weights or energy data are unavailable, record the best available proxy and explain the limitation in the notes column.