9th September 2026

REFERENCE: P - 028

Wallace Groundwork’s Ltd

Policy

ENVIRONMENTAL MANAGEMENT STRUCTURE

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

0. Contents of This Document

1. General Statement of Intent
2. Responsibilities
3. Arrangements
3.1.

1. General Statement of Intent

. Purpose

The Company recognises that construction activities can have significant environmental impacts and is committed to managing these impacts through an effective Environmental Management Structure.

The structure establishes clear lines of responsibility, authority and communication for environmental management throughout the Company and on individual construction projects.

The Environmental Management Structure applies to:

- Company directors and senior management;
- project managers;
- contracts managers;
- site managers;
- environmental and sustainability personnel;
- health and safety personnel where environmental responsibilities overlap;
- engineers and supervisors;
- employees;
- subcontractors;
- suppliers;
- visitors and other persons working under the Company's control.

The structure will be implemented in conjunction with the Company's Environmental Policy, Environmental Management System (EMS), Construction Environmental Management Plans (CEMPs), risk assessments, method statements and project-specific environmental requirements.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

2. Environmental Management Hierarchy

The Company's environmental management structure shall normally operate through the following hierarchy:

Managing Director / Board

Environmental / Sustainability Manager

Contracts / Operations Manager

Project Manager

Site Manager

Environmental Representative / Site Environmental Coordinator

Site Supervisors / Engineers

Employees / Operatives

Subcontractors and Suppliers

The exact structure may be amended according to the size, complexity and environmental risk of the project.

For smaller projects, individual roles may be combined provided that adequate competence, independence and accountability are maintained.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

3. Board of Directors / Managing Director

The Board of Directors and Managing Director have overall responsibility for the Company's environmental performance.

Their responsibilities include:

- establishing the Company's environmental policy and objectives;
- providing leadership and commitment to environmental protection;
- ensuring adequate resources are available;
- ensuring environmental responsibilities are clearly defined;
- ensuring significant environmental risks are identified and controlled;
- ensuring legal and contractual environmental requirements are understood;
- promoting continual improvement;
- ensuring appropriate competent environmental advice is available;
- reviewing environmental performance;
- ensuring significant environmental incidents are appropriately investigated;
- setting environmental objectives and targets;
- supporting environmental training and awareness;
- ensuring environmental performance is considered in business and project decisions.

Senior management shall demonstrate visible leadership and shall ensure environmental performance is treated as an integral part of project delivery.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

4. Environmental / Sustainability Manager

Where appointed, the Environmental or Sustainability Manager shall provide competent environmental advice and coordinate the Company's environmental management arrangements.

Responsibilities include:

- maintaining the Company's Environmental Management System;
- maintaining the environmental legal and other requirements register;
- advising management on environmental legislation and guidance;
- developing environmental procedures and standards;
- supporting project teams with environmental planning;
- reviewing project environmental risks;
- assisting with preparation and review of CEMPs;
- establishing environmental objectives and targets;
- monitoring environmental performance;
- undertaking environmental inspections and audits;
- investigating significant environmental incidents;
- monitoring corrective and preventive actions;
- providing environmental training and awareness;
- monitoring waste, energy, water and resource performance;
- supporting biodiversity and ecological protection;
- liaising with clients, consultants, regulators and other stakeholders where required;
- reporting environmental performance to senior management;
- maintaining environmental records;
- promoting continual improvement.

The Environmental/Sustainability Manager shall have sufficient authority to escalate significant environmental risks to senior management.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

5. Contracts / Operations Manager

The Contracts or Operations Manager shall ensure environmental requirements are incorporated into project planning and delivery.

Responsibilities include:

- ensuring project teams understand environmental requirements;
- allocating suitable resources;
- reviewing project environmental risks;
- ensuring environmental requirements are included in subcontractor arrangements;
- monitoring project environmental performance;
- ensuring environmental issues are escalated appropriately;
- reviewing environmental performance reports;
- supporting site managers in implementing environmental controls;
- ensuring significant environmental incidents are reported;
- ensuring corrective actions are completed;
- coordinating environmental requirements across multiple projects.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

6. Project Manager

The Project Manager shall have day-to-day responsibility for ensuring environmental requirements are incorporated into project delivery.

Responsibilities include:

- ensuring the project has an appropriate CEMP or equivalent environmental management arrangements where required;
- identifying environmental aspects and risks;
- ensuring appropriate controls are implemented;
- ensuring environmental requirements are incorporated into programme planning;
- ensuring adequate resources are available;
- coordinating environmental requirements with the client and design team;
- ensuring subcontractors understand their environmental responsibilities;
- reviewing environmental method statements;
- monitoring environmental objectives and targets;
- ensuring environmental inspections are undertaken;
- ensuring environmental incidents are reported and investigated;
- reviewing environmental performance;
- ensuring environmental records are maintained;
- implementing corrective actions;
- ensuring lessons learned are communicated.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

7. Site Manager

The Site Manager is responsible for implementing the Company's environmental arrangements at site level.

The Site Manager shall:

- ensure environmental controls are implemented;
- ensure the CEMP and relevant environmental procedures are communicated to the workforce;
- ensure environmental requirements are included in site inductions;
- monitor site activities for environmental risks;
- ensure waste is appropriately segregated, stored and removed;
- prevent pollution from fuels, oils, chemicals, concrete, silt and other materials;
- ensure appropriate spill response equipment is available;
- monitor dust, noise, vibration, lighting and other nuisance impacts where applicable;
- protect watercourses, drainage systems and groundwater;
- protect ecological features and habitats;
- ensure materials are stored appropriately;
- monitor site housekeeping;
- ensure environmental inspections are completed;
- report environmental incidents and near misses;
- stop or suspend activities where there is an immediate and significant environmental risk;
- ensure environmental corrective actions are completed;
- maintain appropriate environmental records.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

8. Environmental Representative / Site Environmental Coordinator

For projects where the environmental risk or contractual requirements justify the appointment, an Environmental Representative or Site Environmental Coordinator shall be nominated.

Responsibilities may include:

- undertaking routine environmental inspections;
- monitoring compliance with the CEMP;
- checking environmental control measures;
- maintaining environmental records;
- monitoring waste performance;
- checking pollution prevention measures;
- monitoring water, dust, noise or other environmental controls;
- assisting with environmental briefings;
- reporting environmental issues to the Site Manager;
- assisting with incident investigations;
- monitoring corrective actions;
- supporting environmental audits;
- escalating significant environmental concerns.

The Environmental Representative shall have appropriate competence for the duties assigned.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

9. Site Supervisors and Engineers

Site Supervisors and Engineers shall ensure environmental requirements are followed during their areas of responsibility.

They shall:

- brief operatives on relevant environmental controls;
- monitor work activities;
- ensure approved methods are followed;
- identify environmental hazards and risks;
- prevent uncontrolled discharge, spills or pollution;
- ensure waste is placed in designated containers;
- monitor housekeeping;
- protect drainage, watercourses and ecological features;
- report environmental incidents immediately;
- report environmental concerns to the Site Manager;
- ensure subcontractors comply with relevant environmental requirements.

Email: n.parker@wallacegroundworks.com
Website: www.wallacegroundworks.com
Phone: 01246957197

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

10. Employees and Operatives

All employees are responsible for contributing to good environmental performance.

Employees shall:

- comply with environmental procedures and site rules;
- follow environmental briefings and instructions;
- use materials and resources responsibly;
- segregate waste correctly;
- prevent unnecessary pollution;
- report spills, leaks, environmental damage and other incidents;
- report environmental concerns to supervision;
- protect wildlife, habitats, vegetation and watercourses;
- use plant and equipment responsibly;
- avoid unnecessary idling of vehicles and plant where practicable;
- participate in environmental training and toolbox talks;
- cooperate with inspections and investigations.

Employees have a responsibility to stop and report work where they identify a serious and immediate environmental risk and it is safe and reasonable to do so.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

11. Subcontractors

Subcontractors shall comply with:

- the Company's Environmental Policy;
- project-specific environmental requirements;
- the CEMP;
- site environmental rules;
- relevant legislation;
- client requirements;
- agreed method statements and environmental controls.

Subcontractors shall provide suitable information regarding their environmental competence and arrangements where requested.

Depending on the work activity, subcontractors may be required to provide:

- environmental policies;
- environmental risk assessments;
- method statements;
- waste arrangements;
- pollution prevention arrangements;
- relevant permits or licences;
- competence records;
- environmental incident information;
- evidence of appropriate waste carriers or disposal arrangements.

Subcontractor environmental performance shall be monitored as appropriate.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

12. Suppliers and Waste Contractors

Suppliers and waste contractors shall be selected and managed in accordance with the Company's procurement and environmental requirements.

Where applicable, the Company shall verify:

- appropriate authorisations;
- waste carrier registration;
- environmental permits;
- disposal or recovery arrangements;
- competence;
- environmental performance;
- documentation and transfer records.

Waste shall be managed in accordance with the applicable waste hierarchy and duty of care requirements.

The Environment Agency requires appropriate management systems and records where environmental permits apply, including procedures, competence, monitoring, compliance checks and incident records.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

13. Environmental Management System

The Company shall maintain an Environmental Management System proportionate to the size, activities and environmental risks of the organisation.

The EMS may include:

- Environmental Policy;
- environmental objectives and targets;
- legal and compliance register;
- environmental aspects and impacts register;
- environmental risk assessments;
- operational controls;
- CEMPs;
- emergency procedures;
- waste management arrangements;
- pollution prevention procedures;
- inspection and audit procedures;
- environmental training arrangements;
- monitoring and measurement;
- incident reporting;
- corrective action;
- document control;
- management review.

Where appropriate, the EMS may be developed in accordance with **ISO 14001:2015** or an equivalent recognised environmental management framework. The Environment Agency recognises ISO 14001 as one possible basis for an environmental management system.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

14. Construction Environmental Management Plan

Where required by the client, planning consent, contract or environmental risk profile, a project-specific Construction Environmental Management Plan shall be prepared and implemented.

The CEMP may address:

- environmental responsibilities;
- environmental legislation and requirements;
- environmental aspects and impacts;
- pollution prevention;
- waste management;
- water management;
- surface water protection;
- groundwater protection;
- soil management;
- contaminated land;
- dust and air quality;
- noise and vibration;
- ecology and biodiversity;
- protected species;
- trees and vegetation;
- lighting;
- traffic and vehicle movements;
- fuel and chemical storage;
- concrete and cement controls;
- invasive species;
- archaeology and historic environment;
- environmental emergency arrangements;
- monitoring and inspection;
- environmental reporting.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

Current CIRIA construction guidance covers these areas, including ecology, protected species, land contamination, nuisance, resources, water, waste and traffic/vehicle impacts.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

15. Environmental Aspects and Impacts

Environmental aspects associated with construction activities shall be identified and assessed.

Typical construction environmental aspects include:

Environmental Aspect	Potential Impact
Construction waste	Resource depletion, landfill, pollution
Excavated materials	Waste, contamination, transport impacts
Fuel and oil	Land and water pollution
Concrete and cement	Alkaline pollution of watercourses
Dust	Air quality and nuisance
Plant and vehicles	Emissions, noise, fuel consumption
Noise	Nuisance and disturbance
Vibration	Nuisance and potential structural/ecological impacts
Water use	Resource consumption
Surface water runoff	Silt and pollution
Lighting	Disturbance to neighbours and wildlife
Vegetation clearance	Habitat loss
Construction traffic	Emissions, congestion and nuisance
Chemicals	Pollution and environmental harm
Soil disturbance	Erosion, contamination and habitat impacts

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

Invasive species	Ecological damage

Significant aspects shall have appropriate control measures.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

16. Environmental Risk Management

Environmental risks shall be managed using a risk-based approach.

Controls may include:

- elimination of the environmental impact where practicable;
- substitution of materials or processes;
- physical containment;
- bunding;
- drainage protection;
- silt controls;
- dust suppression;
- noise controls;
- waste segregation;
- reuse and recycling;
- controlled storage;
- inspection and maintenance;
- environmental monitoring;
- emergency arrangements;
- training and supervision.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

17. Pollution Prevention

The Company shall take reasonable steps to prevent pollution arising from construction activities.

Particular attention shall be given to:

- fuels and oils;
- chemicals;
- concrete and cement;
- contaminated materials;
- silt and sediment;
- surface water;
- groundwater;
- drainage systems;
- waste;
- plant and machinery.

Fuel, oil and chemical storage shall be appropriately controlled and inspected.

Spill kits and suitable emergency equipment shall be available where there is a foreseeable risk of pollution.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

18. Environmental Emergency Arrangements

Environmental emergency procedures shall be established for foreseeable incidents, including:

- fuel or oil spills;
- chemical releases;
- contaminated water discharge;
- concrete washout incidents;
- firewater contamination;
- uncontrolled runoff;
- damage to watercourses;
- discovery of contaminated land;
- discovery of protected species;
- damage to protected habitats.

Emergency arrangements shall define:

- immediate actions;
- containment measures;
- notification requirements;
- escalation arrangements;
- regulatory/client notification where required;
- investigation;
- remediation;
- corrective action;
- lessons learned.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

19. Waste Management

The Company shall seek to prevent and minimise waste and maximise opportunities for reuse, recovery and recycling.

Site waste arrangements shall include, where appropriate:

- identification of waste streams;
- segregation;
- suitable storage;
- reuse of materials;
- recycling;
- authorised collection;
- appropriate disposal;
- waste documentation;
- monitoring of waste volumes;
- review of landfill performance.

Construction waste management shall take account of applicable waste duty of care requirements and the waste hierarchy.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

20. Environmental Training and Communication

Environmental information shall be communicated to personnel according to their role and level of responsibility.

Training may include:

- site environmental induction;
- environmental toolbox talks;
- pollution prevention;
- spill response;
- waste segregation;
- ecological awareness;
- protected species;
- water pollution prevention;
- dust control;
- noise and nuisance;
- sustainable use of materials;
- energy and water conservation.

Environmental requirements shall be communicated to subcontractors and other relevant parties.

Email: n.parker@wallacegroundworks.com
Website: www.wallacegroundworks.com
Phone: 01246957197

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

21. Inspection and Monitoring

Environmental inspections shall be undertaken at appropriate intervals.

Inspections may cover:

- waste storage;
- pollution controls;
- fuel and chemical storage;
- drainage;
- watercourses;
- dust;
- noise;
- housekeeping;
- ecology;
- soil and material storage;
- plant and equipment;
- environmental signage;
- compliance with the CEMP.

Findings shall be recorded and corrective actions allocated where required.

Email: n.parker@wallacegroundworks.com
Website: www.wallacegroundworks.com
Phone: 01246957197

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

22. Environmental Incidents and Near Misses

Environmental incidents and near misses shall be reported promptly.

Examples include:

- spills;
- pollution events;
- unauthorised discharge;
- incorrect waste disposal;
- damage to habitats;
- damage to protected species;
- uncontrolled dust emissions;
- significant nuisance;
- environmental complaints.

Significant incidents shall be investigated to identify root causes and prevent recurrence.

Email: n.parker@wallacegroundworks.com
Website: www.wallacegroundworks.com
Phone: 01246957197

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

23. Environmental Objectives and Targets

The Company shall establish environmental objectives appropriate to its activities and project requirements.

Potential objectives include:

- reducing waste to landfill;
- increasing reuse and recycling;
- reducing energy consumption;
- reducing water consumption;
- reducing fuel consumption;
- reducing carbon emissions;
- preventing pollution incidents;
- improving environmental compliance;
- protecting biodiversity;
- reducing dust and nuisance;
- improving environmental awareness;
- increasing sustainable procurement.

Targets should be measurable where reasonably practicable.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

24. Environmental Performance Reporting

Environmental performance may be reported through:

- monthly project reports;
- environmental inspection reports;
- waste reports;
- environmental dashboards;
- incident reports;
- audit reports;
- client reports;
- management reviews.

Performance indicators may include:

- waste generated;
- waste recycled/recovered;
- waste sent to landfill;
- fuel consumption;
- energy consumption;
- water consumption;
- environmental incidents;
- environmental complaints;
- inspections completed;
- corrective actions closed;
- environmental training completed.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

25. Environmental Auditing

The Company shall undertake environmental audits at a frequency appropriate to its environmental risks.

Audits may assess:

- legal compliance;
- EMS implementation;
- CEMP compliance;
- site environmental controls;
- waste management;
- pollution prevention;
- subcontractor performance;
- training and competence;
- environmental records;
- objectives and targets.

Audit findings shall be recorded and corrective actions monitored to completion.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

26. Management Review

Senior management shall periodically review environmental performance.

Management review may consider:

- environmental objectives;
- legal compliance;
- audit results;
- environmental incidents;
- complaints;
- waste performance;
- energy and water use;
- carbon performance;
- biodiversity performance;
- subcontractor performance;
- corrective actions;
- changes in legislation;
- client requirements;
- opportunities for improvement.

The findings of management review shall be used to improve the Company's Environmental Management System.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

27. Environmental Organisation Chart

The following structure shall apply unless a project-specific organisation chart states otherwise:

BOARD / MANAGING DIRECTOR
Overall environmental responsibility

ENVIRONMENTAL / SUSTAINABILITY MANAGER
EMS, compliance, advice, auditing and environmental performance

OPERATIONS / CONTRACTS MANAGER
Operational implementation and project oversight

PROJECT MANAGER
Project environmental management and CEMP

SITE MANAGER
Day-to-day site implementation

ENVIRONMENTAL REPRESENTATIVE / COORDINATOR
Inspection, monitoring and environmental controls

SITE SUPERVISORS / ENGINEERS
Supervision and environmental control of activities

OPERATIVES / EMPLOYEES
Compliance, reporting and environmental good practice

SUBCONTRACTORS / SUPPLIERS
Compliance with Company and project environmental requirements

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

28. Responsibility Matrix

Activity	Directors	Env. Manager	Project Manager	Site Manager	Supervisors	Operatives
Environmental Policy	A	C	I	I	I	I
EMS	A	R	C	C	I	I
Legal compliance	A	R	C	C	I	I
CEMP	I	C	R	R	C	I
Environmental risk assessment	I	C	R	R	C	C
Pollution prevention	A	C	C	R	R	R
Waste management	I	C	C	R	R	R
Environmental inspections	I	R	C	R	C	I
Environmental training	A	R	C	R	C	R
Environmental incidents	A	R	R	R	C	R
Environmental audits	A	R	C	C	I	I
Objectives and targets	A	R	C	C	I	I
Management review	A	R	C	I	I	I

R = Responsible
A = Accountable
C = Consulted
I = Informed

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

29. Competence

Persons with environmental responsibilities shall have appropriate knowledge, skills, experience and training for the duties assigned to them.

Competence requirements shall be determined according to:

- project size;
- environmental risk;
- legal requirements;
- client requirements;
- individual responsibilities;
- specialist environmental activities.

Where specialist environmental risks exist, competent specialist advice shall be obtained.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

30. Document Control

Environmental management documents shall be controlled to ensure that current versions are available to those who require them.

Controlled documents may include:

- Environmental Policy;
- EMS documentation;
- CEMP;
- environmental risk assessments;
- environmental method statements;
- inspection forms;
- monitoring records;
- waste documentation;
- environmental incident reports;
- audit reports;
- training records;
- environmental legal register;
- environmental objectives and targets.

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

31. Review

This Environmental Management Structure shall be reviewed:

- at least annually;
- following significant changes to the Company's activities;
- following significant environmental incidents;
- following significant legislative or regulatory changes;
- following audit findings;
- following significant changes to project requirements;
- where monitoring identifies that arrangements are ineffective.

The Company is committed to continual improvement of its environmental performance and management arrangements.

Author	Nicola Parker
Author Job Role/Position	General Manager
Author Signature	
Signature Date	9th September 2026

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

3. Arrangements

3.1.

Email: n.parker@wallacegroundworks.com
Website: www.wallacegroundworks.com
Phone: 01246957197

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

I have read and understood the entirety of this document. Where there was something I did not fully understand, it was explained to my satisfaction. I agree to comply with the required directions and instructions in this document. If at any point, I cannot comply, I will highlight this before continuing.			
Name	**Job Role / Position**	**Signature**	**Date**

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

I have read and understood the entirety of this document. Where there was something I did not fully understand, it was explained to my satisfaction. I agree to comply with the required directions andinstructions in this document. If at any point, I cannot comply, I will highlight this before continuing.			
Name	**Job Role / Position**	**Signature**	**Date**

Email: n.parker@wallacegroundworks.com
Website: www.wallacegroundworks.com
Phone: 01246957197