Water conservation policy

1. Purpose

The purpose of this Water Conservation Policy is to establish the company's commitment to responsible and efficient use of water throughout its manufacturing facilities, maintenance areas, warehouses and administration offices.

SEA recognises water as an important natural resource and is committed to reducing unnecessary consumption, preventing water waste, identifying opportunities for efficiency improvements and managing water use in a manner that supports its environmental objectives.

2. Scope

This policy applies to all employees, contractors, temporary personnel and visitors at company facilities, including:

- Manufacturing and production areas
- Maintenance and engineering areas
- Warehouses and storage areas
- Offices and administrative facilities
- Canteens, kitchens and welfare facilities
- Toilets, showers and other sanitary facilities
- External areas, including vehicle/equipment washing and landscaping
- Water supply, distribution and drainage systems operated or controlled by the company

3. Policy Statement

The company is committed to:

1. Minimising unnecessary water consumption throughout its operations.
2. Preventing water waste through good operating practices, maintenance and employee awareness.
3. Monitoring significant water consumption and identifying opportunities for reduction.
4. Preventing and promptly repairing leaks from pipes, valves, tanks, taps, toilets, cooling systems and other equipment.
5. Using water efficiently in manufacturing processes, while maintaining product quality, health and safety requirements.
6. Considering water efficiency when purchasing equipment and designing or modifying processes and facilities.
7. Avoiding unnecessary use of potable water where an appropriate alternative water source can safely and legally be used.
8. Training and communicating with employees so that responsible water use becomes part of normal working practices.
9. Complying with applicable legal and regulatory requirements relating to water abstraction, discharge, wastewater and environmental protection.
10. Continually improving water performance through objectives, monitoring, corrective actions and periodic management review.

4. Water Consumption Controls

4.1 Manufacturing Operations

Where technically and economically practicable, production processes shall be reviewed to identify opportunities to:

- Reduce water consumption per unit of production.
- Eliminate unnecessary water use.
- Reuse water where this does not compromise product quality, health, safety or environmental requirements.
- Optimise cleaning and washing processes.
- Use closed-loop or recirculating systems where appropriate.
- Prevent excessive flow rates.
- Shut off water supplies when equipment is not operating.
- Replace water-intensive processes with lower-consumption alternatives where feasible.

4.2 Equipment and Maintenance

Maintenance personnel shall consider water consumption when maintaining and modifying equipment.

Particular attention shall be given to:

- Reduce water consumption per unit of production.
- Eliminate unnecessary water use.
- Reuse water where this does not compromise product quality, health, safety or environmental requirements.
- Optimise cleaning and washing processes.
- Use closed-loop or recirculating systems where appropriate.
- Prevent excessive flow rates.
- Shut off water supplies when equipment is not operating.
- Replace water-intensive processes with lower-consumption alternatives where feasible.

Leaks shall be reported immediately and repaired as soon as reasonably practicable. Temporary measures may be implemented where immediate permanent repair is not possible, provided that the temporary measure does not create an environmental, safety or operational risk.

4.3 Offices and Welfare Facilities

Employees shall use water responsibly in:

- Toilets
- Washrooms
- Kitchens
- Canteens
- Showers
- Cleaning activities

Where practicable, facilities shall use water-efficient equipment such as:

- Low-flow taps
- Automatic or sensor-operated taps
- Dual-flush toilets
- Leak-detection systems

Employees shall report leaking taps, toilets, pipes or other water-consuming equipment to the responsible facility or maintenance personnel.

4.4 Cleaning

Cleaning activities shall be planned to minimise water consumption while maintaining required hygiene and safety standards.

Where appropriate:

- Dry cleaning shall be carried out before wet cleaning.
- Water hoses shall not be left running unnecessarily.
- Trigger-operated nozzles shall be used where suitable.
- High-pressure or low-flow equipment shall be considered where it reduces overall water consumption.
- Cleaning equipment shall be maintained to prevent unnecessary water loss.

4.5 Landscaping and External Areas

Water used in external areas shall be minimised.

Where landscaping is required, the company shall consider:

- Drought-tolerant plants
- Efficient irrigation systems
- Irrigation during appropriate times of day
- Rainwater collection and reuse where practicable
- Avoidance of unnecessary irrigation
- Prevention of leaks from external water systems

Potable water shall not be used for external purposes where a suitable alternative is reasonably available.

5. Leak Prevention and Detection

Water infrastructure shall be periodically inspected for leaks.

Indicators such as unexpected increases in water consumption, continuously running toilets, damp areas, unexplained water discharge or abnormal meter readings shall be investigated.

Significant leaks shall be treated as an environmental and resource-efficiency issue and corrective action shall be initiated promptly.

Where practicable, water meters shall be used to identify abnormal consumption and, for significant consumers, consumption may be monitored by production area, process or facility.

6. Water Monitoring and Performance

The company shall monitor water consumption where information is reasonably available.

Relevant indicators may include:

- Total water consumption (m^3/year)
- Water consumption per month
- Water consumption per employee
- Water consumption per tonne of product
- Water consumption per production unit
- Water consumption by significant production process
- Percentage reduction against the established baseline

Where appropriate, annual water consumption targets shall be established as part of the company's environmental objectives.

Significant increases in water consumption shall be investigated where they cannot be explained by changes in production, occupancy, weather or other legitimate operational factors.

7. Purchasing and New Projects

When purchasing new equipment or designing new processes, the company shall consider water efficiency alongside technical, quality, safety, environmental and economic requirements.

Where technically and economically feasible, preference should be given to equipment and processes that:

- Require less water;
- Recycle or recirculate water;
- Reduce wastewater generation;
- Provide automatic control of water consumption;
- Allow water consumption to be monitored.

Water conservation shall also be considered when facilities are expanded, refurbished or significantly modified.

8. Wastewater and Pollution Prevention

Water conservation shall not be achieved at the expense of environmental protection or product quality.

The company shall prevent the unnecessary contamination of water and shall manage wastewater in accordance with applicable legal requirements and company procedures.

Chemicals, oils, metals, production residues and other pollutants shall not be discharged into drains, surface water or wastewater systems unless specifically authorised and controlled.

Spill prevention and response procedures shall be followed to minimise the risk of contamination of water resources.

9. Employee Responsibilities

All employees are expected to:

- Use water responsibly.
- Avoid unnecessary water consumption.
- Turn off taps and water supplies when not required.
- Report leaks and abnormal water use promptly.
- Follow established water-saving procedures.
- Participate in relevant environmental training.
- Avoid using potable water for inappropriate purposes.
- Suggest practical improvements that could reduce water consumption.

Managers and supervisors are responsible for ensuring that water conservation requirements applicable to their areas are implemented.

10. Training and Awareness

The company shall communicate this policy to employees and relevant contractors.

Water conservation awareness may be included in:

- Employee induction
- Environmental training
- Toolbox talks
- Maintenance training
- Facility-management procedures
- Environmental awareness campaigns

Signs or notices may be displayed in appropriate locations to encourage responsible water use.

11. Objectives and Continual Improvement

The company shall periodically evaluate its water consumption and identify opportunities for improvement.

Where significant water use is identified, the company may establish specific improvement objectives, such as:

- Reduction in water consumption;
- Reduction in water consumption per tonne of product;
- Reduction in process-water losses;
- Increased water reuse;
- Reduction in leaks;
- Installation of water-efficient equipment.

Progress towards relevant objectives shall be monitored and reviewed by management.

12. Responsibilities

Responsibility	Role
Overall policy approval	Managing Director
Environmental programme	Quality Manager
Water consumption monitoring	Facility / Quality Manager
Leak detection and repair	Maintenance Manager
Production water efficiency	Production Manager
Employee awareness	Department Managers / Supervisors
Compliance monitoring	Quality Manager
Policy review	Quality Manager / BDM Manager

Specific responsibilities may be assigned to named individuals within the company's environmental management system

13. Records

Records relating to water conservation may include:

- Water meter readings
- Water invoices
- Consumption reports
- Leak reports
- Maintenance records
- Water-efficiency improvement projects
- Environmental objectives and targets
- Training records
- Inspection records
- Wastewater monitoring records
- Regulatory compliance records

Where legal requirements are more stringent than this policy, the applicable legal requirements shall take precedence.

14. Compliance

The company shall comply with applicable legislation, permits, regulatory requirements and contractual requirements concerning:

- Water consumption and abstraction
- Drinking-water supply
- Wastewater discharge
- Environmental protection
- Pollution prevention
- Watercourse and groundwater protection

Where legal requirements are more stringent than this policy, the applicable legal requirements shall take precedence.

15. Review

This policy shall be reviewed periodically and following significant changes to the company's operations, facilities, environmental risks or applicable legal requirements.

The company will use the review process to identify further opportunities to reduce water consumption and improve resource efficiency.

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