

**From:** The Management of Cox Automotive / CWL Wyton **Date:** 1<sup>st</sup> September 2020

**To all persons employed and sub-contracted**

Doc 16

## AWARENESS OF THE ENVIRONMENTAL PROTECTION ACT

As a requirement under the Pollution Prevention & Control Act 1999 and the Environmental Permitting (England and Wales) Regulations 2010, the Company has a legal obligation to provide information to staff that entails the following subjects:

- Booth Filter Inspection & Changing
- Environmental Awareness
- Spillage Procedures
- Visual Assessment & Recording
- Housekeeping Policies

You will find attached to this memo, handout pages of the environmental awareness information commentary that provides guidance in your obligation in your duties as an employee.

The management request that you retain the attached and read this in order that you will be aware of the content and you are asked to take on board what is required of you by law.

The Management thank you for your co-operation in this matter.

Please sign this document (below) as acknowledgement that you have read and understand the contents of this document.

Employee Name: «Employee\_name» Job Title: «Job\_Title»

Dated This Day: \_\_\_\_\_ Signature: \_\_\_\_\_