

Sustainability and Corporate Social Responsibility Policy

Introduction

Our sustainability and corporate social responsibility policy is based on the following key principles:

- To ensure sustainability plays a key role in our business decision making.
- To fully engage our employees in promoting, executing and improving our policy.
- To engage, encourage and work with local educational and community groups.
- Involve customers, clients, suppliers and subcontractors in the implementation of our objectives.
- Comply fully with all relevant legal requirements, codes of practice and regulations.
- Establish targets to measure the continuous improvement in our environmental performance.

Areas of action and practical steps

1. Travel

We will:

- Actively encourage employees to cycle, walk, or use public transport to get to work, and suppliers and customer meetings, where it is practical and cost effective.
- Avoid travelling to client meetings and site visits when other alternative methods are available and practical such as email, telephone and webcam. Where meetings are necessary, all attempts will be made to plan similar meetings in the same location to prevent multiple journeys,
- Make allowances for employees to work from home where and when appropriate,
- Manage and record all business mileage.

2. Sales and purchasing

We will:

- Promote environmentally responsible purchasing,
- Monitor, record and reduce the purchase of all office consumables including paper and identify other opportunities to reduce office waste,
- Minimise waste and increase recycling of office paper, ink cartridges and office equipment,
- Aim to reduce the office energy consumption by purchasing energy efficient equipment and energy saving labels, and by good housekeeping,
- Use fair-trade suppliers for office beverages,
- Review the life cycle of all products bought and sold and the environmental aspects and potential impacts associated with the manufacture, use and disposal of the product,
- Use couriers that are making efforts to combat CO2 emissions or who carbon trade.

3. Design and build

- We will recycle and reuse as many elements as possible in future and existing designs, to reduce waste and extend product life.
- We aim to advise all clients on the percentage of purchased materials and project arisings that will go into land fill and explore ways to reduce or remove these elements, once recyclable options have been exhausted.
- Identify and manage environmental risks and hazards,
- We will work to integrate environmental considerations into our business decisions and adopt greener alternatives wherever possible, throughout our operations,
- We will ensure that raw materials such as timber and plywood are either recycled or sourced from sustainable sources,
- Prevent pollution to land, air and water,
- Reduce water consumption and recycle harvested rainwater. A rainwater harvesting system is currently in use at our business premises with plans to significantly extend it.
- Use bio-degradable oils in all our construction equipment and machinery, where appropriate.
- Integral to the restoration of our company-owned business premises, we have already incorporated nesting boxes and customised roosts for Bats, House sparrows, Barn owls, House martins and Swifts. Webcams are currently being installed for public viewing via our company website.
- Our species-rich perimeter hedging and access-track verges have been specially restored and planted with indigenous trees and native plant species (over 600 trees planted in a 400m boundary), to encourage bio-diversity including a wide range of bird, reptile and insect species. The company manages four working bee hives.
- A composting facility is currently being used to re-cycle all green waste. A significantly larger unit is being planned, including use of a shredder, with the aim of composting all waste paper and cardboard generated by the company. Compost will be used to produce organic vegetables and salads for use by company staff.
- We operate a zero-tolerance policy on the use of weed-killers and chemicals within the company grounds and premises and use bio-degradable soaps, cleaning and dish-washing products in our company kitchen and WC's.
- A new and up-graded bio-digester septic tank system will be installed to coincide with plans for increased use of the premises for public educational events.

4. Carbon footprint

- We will endeavour to find the most cost effective and sustainable solution for our clients, whilst maintaining our high levels of service and working practices. This can be achieved by using local labour and suppliers/manufacturers together with developing more environmentally-friendly techniques in our field of aquatic engineering.

5. Landfill

- We are currently using recycled inks and some recycled stationery materials and ink technology for company printing and stationery. We seek, through consultation with our suppliers, to influence and increase the use of green technology as it becomes available.
- Our policy is to reduce land-fill by economic use of construction materials and by re-use of off-cut materials where feasible.

6. Supporting educational and local community organisations

- We embrace the principle of reciprocal education with local community groups. Where possible, we will support them by offering products, services, training and mentoring at cost, on loan, or free of charge at our discretion. In return, we may invite the organisation to add a link to our website from their site.
- On completion of our lecture room and public facilities, we plan to engage with local and wider communities and stakeholders via a diverse range of educational events.

7. Suppliers and other stakeholders

- As part of our ethical and sustainability strategy we engage in dialogue and promotional/educational events with our suppliers and other stakeholders to ensure that they are making attempts to replicate and understand our company ethos and working practices. This can include requests to change product materials from existing to those that are more environmentally friendly, recyclable or sustainable, or promotional events to encourage the use of alternative technologies. Where suppliers are importing products, we request proof of provenance to ensure that human rights have not been breached.
- We work closely with our suppliers and encourage "business partnerships" rather than traditional customer/supplier relationships.

Signature:



Date:

25/05/2018