



## 2020 Vision – Our Sustainability Policy

We are committed to promoting sustainability and concern for the environment is integral to our organisational objectives. We aim to follow and promote good practice, reduce the impacts of our activities and help clients and partners to do the same.

Sustainability and profitability are not mutually exclusive. Working to protect our planet for future generations is not only the right thing to do but it also offers us a competitive advantage.

### Principles

Our Sustainability Policy is based upon the following principles:

- To comply with all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into our business decisions.
- To ensure that colleagues are aware of our Sustainability Policy and committed to implementing it.
- To make clients and suppliers aware of our Sustainability Policy and encourage them to adopt management practices in line with this.
- To review and continually strive to improve our sustainability performance.

### Practical steps

In order to put these principles into practice and achieve the objectives of this policy we will:

#### Travel and Shipping

- Walk, cycle and/or use public transport to attend meetings, site visits etc, apart from in circumstances where this is impractical and/or cost prohibitive.
- Identify and cultivate partnerships with carriers that are committed to climate change and investing in low-emission delivery and fleet solutions.
- Include the full costs of more sustainable forms of transport and shipping services in our financial proposals, rather than the least cost option.
- Avoid travelling to meetings where alternatives are available and practical, such as teleconferencing. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners.
- To reduce the need for travel to meetings we will develop our technology to facilitate regular client contact and provision of information that is pursuant to efficient partnership.

- Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc, and promote the use of public transport by locating our offices in accessible locations.
- Maintain an emissions recording scheme for business travel to monitor our CO2 impact.

### **Consumption of resources**

- Minimise the use of paper, board and other office consumables, for example by double-siding or recycling, and identifying opportunities to reduce waste.
- Identify and action opportunities to offer cost-effective and sustainable alternatives to clients such as biodegradable packaging, paperless processes and low-carbon shipping services.
- As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.
- Reduce energy consumption by purchasing energy efficient equipment and good housekeeping.
- Seek to purchase electricity from a supplier committed to renewable energy. Maximise the proportion of energy consumed from renewable sources, whilst also supporting investment in new schemes.

### **Working practices and advice to clients**

- Ensure that colleagues take account of sustainability issues in their advice to clients.
- Encourage clients to adopt a 'sustainability by design' ethos, incorporating ethical sourcing, clean shipping and end-of-lifecycle biodegradability into every product.
- Undertake voluntary work with the local community and / or environmental organisations and make donations to seek to offset carbon emissions from our activities.
- Include a copy of our Sustainability Policy in all our proposals to clients.