



## Environment Policy

Tectrade recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the environment. We will operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention and environmental best practices in all we do. All employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

### Policy Aims

We endeavour to:

- Comply with all relevant regulatory requirements
- Integrate the consideration of environmental concerns and impacts into our decision making and activities
- Minimise our waste and then reuse or recycle as much of it as is possible.
- Minimise energy and water use within our buildings and processes to conserve supplies and minimise the consumption of natural resources.
- As far as is possible, purchase products and services that do the least damage to the environment
- Train, educate and inform our employees about environmental issues that may affect their work
- Promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner
- Communicate our environmental commitment to clients, customers and the public and encourage them to support it
- Where required by legislation or where significant health, safety or environmental hazard exist, develop and maintain appropriate emergency and spill response programmes.

### Paper

- We will minimise the use of paper in the office and reduce packaging as much as possible
- We will seek to buy recycled and recyclable paper products
- We will reuse and recycle all paper where possible

### Energy and Water

- We will seek to reduce the amount of energy used as much as possible
- Lights and electrical equipment will be switched off when not in use
- Heating will be adjusted with energy consumption in mind
- The energy consumption and efficiency of new products will be considered when purchasing

### Office Supplies

- We will evaluate if the need can be met in another way
- We will evaluate the environmental impact of any new products we intend to purchase
- We will favour more environmentally friendly and efficient products wherever possible
- We will reuse and recycle everything we are able to

### Transportation

- We will reduce the need to travel, restricting to necessity trips only
- We will promote the use of travel alternatives such as video/phone conferencing
- We will make additional efforts to accommodate the needs of those using public transport

### Maintenance and Cleaning

- Cleaning materials used will be as environmentally friendly as possible
- Materials used in office refurbishments will be as environmentally friendly as possible
- We will only use licenses and appropriate organisations to dispose of waste

### Monitoring and Improvement

- We will comply with all relevant regulatory requirements
- We will continually improve and monitor environmental performance
- We will continually improve and reduce environmental impacts
- We will incorporate environmental factors into business decisions
- We will increase employee awareness through training

### Culture

- We will involve employees in the implementation of this policy, for greater commitment and improved performance
- We will update this policy annually in consultation with employees and other stakeholders where necessary
- We will provide employees with relevant environmental training
- We will communicate with our existing contractors and suppliers on environmental matters, ensuring that they are aware of our level of commitment.
- We will consider a suppliers approach to the environment when choosing a new supplier
- We will use local labour and materials where available to reduce CO<sub>2</sub> and help the community

This Environment Policy was last updated on June 2018. We reserve the right to amend or vary this policy at any time.