



# Environmental Policy

This policy applies to Tender Victory, its offices and staff, including associates.

At Tender Victory Limited we believe that businesses are responsible for achieving good environmental practice and operating in a sustainable manner. We understand that all organisations have a responsibility to the environment beyond legal and regulatory requirements. At Tender Victory we take action to both reduce our environmental impact and also seek to continually improve our environmental performance. This is an integral part of our business strategy and operating methods.

We understand that we are responsible for our environmental impact which shall be minimised throughout our operations by following internal and external measures:

<b>Internally</b>	<b>Actions</b>
<b>Waste management</b>	<ul style="list-style-type: none"><li>• We will reduce the amount of waste produced and recycle where possible.</li><li>• Where possible, we will utilise electronic storage for company files to minimise waste.</li><li>• Waste segregation containers are in place within the offices and kitchen to support increased recycling, by waste stream Any re-use of materials possible will be undertaken, for example containers or scrap paper.</li></ul>
<b>Office supplies</b>	<ul style="list-style-type: none"><li>• We will evaluate the environmental impact of any new products we intend to purchase and assess this as part of our purchasing decisions.</li><li>• We will print only when essential to do so and using double-sided printing when printing is required.</li><li>• We will use recycled paper from ethical and sustainable sources.</li><li>• We will reuse and recycle electronic equipment where it is possible to do so.</li></ul>
<b>Monitoring and improvement</b>	<ul style="list-style-type: none"><li>• We will appoint environmental management responsibilities to a member of staff who is responsible for monitoring environmental performance and researching opportunities to improve this (inclusive of monitoring of updates and registration with Environmental and</li></ul>

	<p>Sustainability advisory schemes).</p> <ul style="list-style-type: none"> <li>• A carbon reduction plan will be followed, working from an initial baseline year and reviewing annually, informing targets reflecting our environmental commitment.</li> </ul>
<b>Energy</b>	<ul style="list-style-type: none"> <li>• Lights and electrical equipment will be switched off when not in use and our heating will be adjusted with energy consumption in mind- any heating faults will be reported to building management for timely resolution.</li> <li>• We will liaise with our (serviced office) landlords to achieve and support any additional energy saving initiatives.</li> </ul>
<b>Our people</b>	<ul style="list-style-type: none"> <li>• We will increase employee and associate awareness through training and information sharing.</li> <li>• We will involve staff in the implementation of this policy, for greater commitment and improved performance.</li> <li>• We will strategically place visual reminders to promote energy conservation, and reduce, reuse and recycle behaviours around the office to support staff.</li> <li>• We will use an online secure file sharing system to support increased opportunity for remote working and a reduction in individual carbon impacts.</li> </ul>
<b>Water</b>	<ul style="list-style-type: none"> <li>• We will avoid water wastage wherever possible, including ensuring taps are turned off when not in use and reporting leaks to building management.</li> <li>• A dual flush toilet system is installed for office use.</li> </ul>
<b>Legal duties</b>	<ul style="list-style-type: none"> <li>• We will keep up to date with changes in environmental law and ensure we are fully compliant with our duties.</li> <li>• We permit auditor checks with the Environment Agency to ensure continued compliance with legislation.</li> </ul>
<b>Procurement</b>	<ul style="list-style-type: none"> <li>• We will as far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.</li> <li>• Where possible, we will source local suppliers of office consumables.</li> </ul>



Externally	Actions
<b>Transportation</b>	<ul style="list-style-type: none"> <li>• Where possible, we'll promote the use of alternatives such as email or video/phone conferences.</li> <li>• We'll reduce the need to travel, wherever possible, using electronic systems to increase opportunity for remote working.</li> <li>• We will ensure only required journeys are taken, using the most environmentally efficient method of transport and car sharing as appropriate.</li> </ul>
<b>Customers, suppliers and other stakeholders</b>	<ul style="list-style-type: none"> <li>• We will work with suppliers, contractors and sub-contractors to improve their environmental performance.</li> <li>• Purchasing will come from suppliers that can demonstrate their environmental and ethical credentials.</li> <li>• We will disseminate environmental information to clients and prospective clients through our website and social media platforms.</li> </ul>

We shall ensure this policy is implemented throughout our operations by:

- Ensuring that all staff and associates understand our Environmental Policy and confirm to the high standards it requires
- Addressing complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned.
- Updating our Environmental Policy annually.

Through the implementation of this policy, Tender Victory Limited will set an example of good environmental management. It is the responsibility of Vicki Stewart to ensure that this policy is implemented throughout the organisation. It is the responsibility of Vicki Stewart to ensure that this policy is properly maintained and up to date.

Signature: *V. Stewart* \_\_\_\_\_ Date: 27<sup>th</sup> September 2023 \_\_\_\_\_