



# 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:

Internally	Actions
<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

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# Company Declaration

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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. Alongside our ongoing compliance with environmental laws and regulations, we take our responsibility to be environmentally conscious and necessity to work towards protecting our planet seriously. We understand that we are responsible for our environmental impact which shall be minimised throughout our operations by following internal and external measures as outlined within our ENVIRONMENTAL POLICY (<https://tendervictory.co.uk/wp-content/uploads/2023/10/Environmental-Policy-2023.pdf>) .

At Tender Victory we take action to both reduce our environmental impact and also seek to continually improve our own environmental performance. This is an integral part of our business strategy and operating methods. We are committed to, and support others in, working towards a shared aim of improving global environmental sustainability.

As well as monitoring our own environmental impact, we conduct research into the ongoing climate discussion so that we are up to date with our knowledge of what we can implement to ensure best practise with regards to environmental sustainability and achieving carbon neutrality enabling Tender Victory to make informed decisions about sustainable development.

Our commitment to global environmental sustainability extends to our work with suppliers, clients and other stakeholders who share our goal to minimise their carbon impact. Tender Victory's sustainability practice serves our clients and other stakeholders on environmental topics who receive our quarterly newsletters or who viewing our website and social media pages. From information provided, they are able to understand initiatives, access further information on current topics for discussion and also receive helpful information at an individual and a business level of how to reduce their carbon impact.

Vicki Stewart (Director) is responsible for environmental management, ensuring Tender Victory appropriately actions research, monitors, and implements actions in line with environmental initiatives to advance Tender Victory's environmental strategy towards achievement of Net Zero by 2030.



# Carbon Emissions Statement

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This statement, which applies to Tender Victory, its offices and staff, including associates, sets out Tender Victory's carbon-reduction strategy and how we intend to meet targets set against it.

We are committed to achieving a net-zero climate impact by 2030 and our carbon reduction strategy seeks to achieve carbon neutrality prior to this date.

We recognise that our greenhouse gas emissions, through the use of electronic equipment and occasional travel, is a significant contributor to Tender Victory's environmental footprint annually. As part of our monitoring to inform our annual Carbon Reduction Plan, we measure and evaluate our resource usage and emissions and strive to strengthen our environmental consideration across all of our operations.

Our carbon reduction strategy accounts for scopes 1, 2 and 3, fully inclusive of both our direct and indirect, emissions. We are working from our baseline year informing our targets. In future, when it is financially viable for Tender Victory, we intend to invest in carbon-reduction projects to offset emissions cannot be eliminated and will continue to seek environmentally friendly solutions where possible.

Target	How it will be measured	Who is responsible
<u>Energy</u> We seek to achieve a target of 100% renewable electricity by 2030	Actively ensure power-off procedures are followed.- end of day check sheet (windows, taps, lights, sockets)- email through. Partnering with serviced office landlords to achieve such.	All staff
<u>Waste</u> Promote widely and use all recycling facilities available in the serviced office environment to achieve 100% recycling of recyclable plastic, paper and cardboard and electronic equipment, minimising waste sent to landfill	Address our use of resources to incorporate further opportunities to reduce, reuse and recycle by promoting reuse and recycling behaviours and reduction of waste generation at source, inclusive of working with external stakeholders- email footer and comms with outsourced professionals. Actively ensure waste monitoring is followed.	All staff

# Tender ictory

<p><u>Procurement</u> Use supplies that are recycled and recyclable – Reduce consumption of single use plastics &amp; use environmentally friendly (FSC) paper</p>	<p>Track reduction quantity of paper bought by 25%. Procurement of any new devices to consider the energy ratings, seeking A+ where best value can be achieved, also taking into account cost and quality- research comparisons to be monitored</p>	<p>All staff</p>
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This carbon emissions statement will be reviewed annually and updated in line with the updates we make to our Carbon Reduction Plan.