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Department: Quality
Version: 9.2/Feb 2022
Next reviewed: June 2022

Staff Official

ENVIRONMENTAL AND SUSTAINABLE DEVELOPMENT POLICY

Version	Date	Description	Author
1.0	Jan 2018	First Draft	Joanne Sayer
2.0	Feb 2019	General review	Fotios Andrikoulas
3.0	April 2019	Commitment, general review	Fotios Andrikoulas
4.0	May 2019	General review	Quality and Compliance Department
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1.0	Deep Khanna	Operations		Jan 2018
2.0	Deep Khanna	Operations		Feb 2019
3.0	Deep Khanna	Regional Director		Apr 2019
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Introductory Note

This policy statement belongs to Twin Group. In this statement, we recognise that the economic, social and environmental factors of our activities are of paramount importance and aim to work towards sustainable development as an integral element of our activities. We therefore aim to establish and maintain good practice in all the organisation's activities so as promote environmental, social and economic joined up thinking.

All staff, subcontractors and participants are expected to understand, respect and act in accordance with this policy. The Board of Directors, the Managing Directors and Management Team are fully committed to the principles of this Policy and to ensuring its full and effective implementation.

Policy

We are committed to:

- Operating in accordance with relevant laws, regulations and professional codes of practice.
- Dispose of our waste using our local Council's recycling collection point.
- Ensuring our subcontracts dispose of their waste using a registered waste collector
- Observing and complying with the Waste Electrical and Electronic Equipment (WEEE) regulations and ensuring that WEEE is not mixed with general waste and is disposed of legally.
- Continual improvement in our environmental performance.
- Educating and training our employees and beneficiaries to conduct their activities in an environmentally friendly way.
- Working closely with regulatory bodies, environmental organisations and all other interested parties on environmental issues.



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Our objectives and target areas include:

- Review energy consumption.
- Waste reduction including packaging and paper.
- Recovery and recycling programmes – where possible as an organisation, both management and staff share the commitment to :
 - Work in accordance with the intent and practices of our environmental policy.
 - Report and communicate any incidents or ideas which may assist the management to review the process, prevent recurrence, and improve performance.
 - Ensure staff are trained in environmental awareness to facilitate best practice.

It is our intention that the policies and systems described here should be implemented and the policy, organisation and systems be periodically reviewed and amended to ensure that they are appropriate and up to date.

Implementation

The management team will as part of their duties ensure that all staff are aware of their responsibilities and information that they need. In particular, they will ensure that all new staff or other relevant people are aware of our Environmental and Sustainable Development policy and procedures and that provisions are maintained and reviewed regularly by including environmental management as a standard agenda item at team meetings.

Twin Group will ensure that subcontractors are aware of the policy and their obligations to work within its parameters. This will fall part of Twin Group's monthly review meetings with



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subcontractors ensuring promotion of sustainability in line with legal requirements and regular monitoring of progress against actions identified in the subcontractors' Sustainability action plan.

General Procedures

Twin Group will ensure that as far as is reasonably practicable, environmentally friendly working procedures are adopted and used. These include:

- ✓ We encourage the use of public transport and cycling.
- ✓ We aim to use recycled paper and double-sided printing wherever possible.
- ✓ We recycle files, folders and plastic pockets and other re-usable stationery items.
- ✓ Used recycled toner cartridges are sent back to the supplier for recycling.
- ✓ We conserve energy wherever possible by switching off monitors, lights, photocopiers when they are not in use.
- ✓ We also aim to use environmentally friendly light bulbs and contract with like-minded companies whenever possible

Our success with this policy will come from the individual and from teamwork to ensure effective implementation and adherence across the organisation.