

## **HTSPE Environmental Policy and Action Plan**

HTSPE has a clearly set out Environmental Policy and Environmental Action Plan, both of which have been adopted by our Management Board and are audited internally on an annual basis by a nominated Environmental Coordinator. The Environmental Coordinator reports to the Project Director for Environment who has responsibility for Environmental Management within the Company.

### **Our Environmental Policy**

HTSPE has for many years been committed to economic development that is environmentally sustainable. We recognise that this commitment must not be reflected only in our work worldwide but also in our management practices in the UK and in our regional offices.

- We recognise a need to actively monitor the environmental impacts and reduce the environmental footprint of our activities.
- We recognise climate change as a matter of global concern, and we acknowledge the impact of human activities on this process. The company supports the goals of the Kyoto Protocol and other international agreements and aims to reduce its energy consumption to the lowest possible level.
- We recognise an urgent need to reduce the quantity of waste that we produce, and we actively encourage a reduction in the use of disposable items, the re-use of such items whenever possible and the recycling of that which cannot be re-used.
- We recognise that our business necessitates a great deal of travel, and we encourage the use of low-carbon forms of transport wherever possible. We acknowledge the high environmental cost of air travel, and therefore we evaluate the need for each journey and try to minimise the number of flights that we take.

To implement our environmental commitments we have drawn up an Environmental Action Plan that addresses three areas of environmental concern: energy management, waste management and transport. The implementation of the Environmental Action Plan is the responsibility of the Environmental Coordinator, with the full support of Senior Management.

### **Our Environmental Action Plan**

#### **General**

- All staff are encouraged to have a working knowledge of the Environmental Policy and Action Plan and to adopt these as part of their daily work.
- All staff are encouraged to be environmentally aware and to contribute suggestions as to how the Environmental Policy and Action Plan might be improved.
- The Environmental Coordinator and other staff responsible for the implementation of the Environmental Policy and Action Plan receive appropriate training in corporate environmental management.

- We practice Green Procurement whenever possible. We assess the environmental policies of our suppliers, and favour suppliers with strong environmental credentials.

## Energy Management

- An Energy Audit is carried out every six months by the Environmental Coordinator to assess the energy consumption of the company. It is company policy to improve energy efficiency whenever possible so that energy consumption in proportion to activity level is consistently reduced.
- We review our energy suppliers on a regular basis, and where possible we purchase our energy from suppliers that guarantee the use of renewable sources of energy
- Wherever technically possible, electrical equipment (including information technology) and lights are switched off when not in use. In circumstances where this is not possible, all possible 'energy saver' strategies are employed to reduce energy consumption. We use energy-efficient light bulbs wherever possible.
- The use of heaters is reviewed regularly to ensure that heaters that are not contributing to the well-being of our staff are switched off. We ensure that the working environment is kept warm enough, and no more.
- On hot days we open the windows to keep cool. Only when this strategy is demonstrably not working sufficiently and/or when allergen level are prohibitively high do we close the windows and switch on the air conditioners.

## Waste Management

HTSPE recognises the need to reduce non-recyclable waste to an absolute minimum. The company has a policy of reduction, re-use and recycling of waste.

- The company makes every effort to reduce the amount of disposable products and excess packaging used and to buy only what is needed. HTSPE is a company that manages a great deal of information and documents. To reduce waste, all staff are encouraged to use electronic documents wherever possible, and where hardcopy is required to use double-sided printing and print multiple pages per sheet in order to reduce paper usage.
- The company reuses items to extend their life and to reduce the purchase of more goods. Wherever possible HTSPE uses durable products, refillable or returnable containers and repairs and refurbishes broken or worn items. Waste paper that has been used only on one side is reused as notepaper.
- The company provides facilities for the recycling of paper and other waste streams in all its offices, and actively monitors non-recyclable waste to ensure that no recyclable items are sent to landfill.

## Transport

As a company that works globally, a great deal of travel is required by HTSPE as part of its work. However, HTSPE also recognises the negative environmental impacts of

this travel, particularly aeroplane flights, in terms of both energy consumption and pollution.

- The company encourages all staff to travel to work in the most energy-efficient way, and actively promotes and facilitates car-sharing. The company provides safe bicycle parking and shower facilities for staff who are able to cycle to work.
- The company makes every effort to keep flights to a minimum, monitoring each journey taken and exploring alternatives to flying wherever possible. The company makes full use of Information and Communication Technology (ICT) to reduce the number of flights that we are required to make. The use of low-carbon transport by HTSPE staff is actively promoted.