

# Environmental management policy

---

## Policy statement

TCHC is committed to good environmental practice as part of our approach to corporate social responsibility. We intend to continually improve our social and environmental performance, with the objective of ensuring our activities make a positive contribution to sustaining the environment and the communities in which we operate.

We recognise that wise use of resources delivers both environmental and financial benefits. We also recognise our role as a change agent – facilitating the provision of skills and qualifications to a wide range of businesses throughout East of England.

## Principles

- TCHC's Managing Director has overall responsibility for environmental performance
- Day to day environmental management is the responsibility of the Company Secretary
- All staff are responsible for ensuring that the environmental management policy is observed, and we encourage staff to participate and contribute to environmental good practice
- We are committed to measuring, reporting and reducing our impact on the environment
- We expect our partners and suppliers to reflect our commitment to sound environmental practice
- As an absolute minimum, we ensure that we comply with all environmental laws and regulations relevant to our operation, and take advice from qualified agencies and individuals as appropriate to help us do so

## Key Impacts

Our most significant impacts on the environment relate to:

- The energy we use at our offices in Watford and Great Dunmow: heating, cooling, lighting and power
- The materials we use, particularly stationery
- Car usage

## Objectives and Targets 2010

In support of our environmental management policy, we have adopted the following objectives and targets

### 1) Energy

Reduce the impact of our energy use by being as efficient as possible and, where practicable, using renewable sources.

Specifically for 2008/2009 we will aim to:

- Reduce energy consumption per person by 2.5%
- Discuss with the landlord the potential for purchasing part of our annual energy supply from a green energy tariff (energy that is generated from a renewable source)
- Replace the air conditioning units currently in Head Office with an efficient office-wide comfort-cooling system which will reduce energy consumption
- Monitor consumption and seek further energy saving initiatives

### 2) Materials and waste

Reduce our environmental impact through less waste and more efficient use of materials. Wherever practicable, environmentally preferable options will be used.

Specifically for 2008/2009 we will aim to:

- Reduce paper consumption per person by 2.5%
- Recycle 100% of all waste paper
- Continue to provide recycling facilities for all home-office based brokers
- Monitor consumption of stationery
- Introduce a system for recycling of aluminium cans, glass, cardboard etc, at head office
- Find opportunities to switch products to a more environmentally friendly alternative
- Continue to recycle 100% of used printer toner cartridge