

# Environmental Policy

## 1. Introduction

---

We at Introba are committed to minimising the environmental impact of the company's activities through continual improvement of our sustainability directly, in the projects we deliver to our clients, and by preventing pollution and nurturing an ethos of environmental responsibility in all our staff.

We recognise that in pursuing our objectives, there is the opportunity to protect our immediate environment and by exercising proper control over our activities we can promote the use of sustainable resources and discourage wasteful or damaging practices.

## 2. Scope

---

This statement applies to Introba offices in London and Oxford and covers all buildings and goods, used and provided by us and everyone working for us in our business of consulting, designing, project managing building services-activities.

## 3. Environmental Commitment – Design & Specification Activities

---

Introba's aim is to provide a high-quality internal environment for our staff and clients. Our work and business are driven by our vision that net zero energy and living buildings need to become the standard within a generation. We work in close alignment to the goals of the World Green Building Council with the aim of minimizing the impact of our business and designs on the built environment.

Introba's designs always meet or exceed the standards set out by legal requirement, building regulations, and sustainability codes of practice. The design is always geared to maximise sustainability within our clients' resources.

Our business strives to continually minimise impact on the environment through the creation of Introba's environmental management system which is fully ISO 14001 assessed.

Introba will review this policy annually as a minimum and will put into place continual improvement plans that will be reviewed, agreed, and actioned quarterly.

## 4. Working with Clients & Suppliers

---

It is our policy that Introba delivers sustainable solutions to our clients using the World Green Building Council's Sustainable Development Goals as an influence and guide.

In delivering these goals, Introba strives to give the most effective sustainable solution throughout each of the life cycle stages of our client's projects. We do this by influencing our clients and their projects through a sustainability strategy. The key elements of our strategy are:

- Good health and well-being
- Affordable and clean energy
- Decent work and economic growth
- Industry, innovation, and infrastructure
- Sustainable cities and communities
- Responsible consumption and production
- Climate action
- Life on land
- Partnerships for the goal

We apply these key principles through supporting our clients in their planning application, new build design and refurbishment, construction, building in use and end of life.

It is our policy that Introba will, where possible, source services and supplies from companies that have ISO14001 certification, or if not certified, have preferences in using suppliers that have an environmental management system or an environmental policy in place.

## 5. Environmental Commitment – Direct Company Activities

---

In the course of our operations and within resource constraints, we will improve our environmental performance by tracking our performance annually through our global Corporate Social & Environmental Responsibility report (CSER), analysing the data gathered to create appropriate environmental targets at the firm-wide level, as well as at the office level. The CSER program will also provide a framework through which both global and local initiatives, to improve environment performance, can be incubated. Each office will create their own environmental targets in line with the global strategy to encourage grass-roots engagement.

Environmental initiatives may include, but are not limited to the following:

- Reducing waste through re-use and recycling and by using refurbished and recycled products and materials where such alternatives are economical and suitable
- Conserving energy, water, wood, paper, and other resources, particularly those which are scarce or non-renewable, while still providing a safe and comfortable working environment
- Ensuring that wherever practicable any natural products used are from sustainable sources and comply with international trading rules
- Phasing out, where practical, ozone depleting substances and minimising the release of greenhouse gases, volatile organic compounds, vehicle emissions and other substances damaging to health and the environment
- Meeting all relevant current and reasonably foreseen statutory regulations and specifying contractors do the same when working on our projects
- Communicating openly with staff; educating, training, and motivating our colleagues, and relevant others, to encourage them to support our environmental programmes
- Encouraging manufacturers, suppliers and contractors through our projects and other means to improve or develop environmentally preferable goods and services at competitive prices
- Ensuring, where practicable, that buildings occupied by us are designed, constructed, and operated to optimise their environmental performance
- Demonstrating that, where relevant, environmental issues are considered when making decisions, planning and developing policy, programmes and projects
- Preventing pollution as a direct result of our business activities.

## 6. External Communication of Environmental Policy & Management

---

This environmental policy will be made available to the public upon request. We shall respond upon receipt of enquiries from external third parties regarding our environmental aspects.

Name	Andy Stanton	Position	Senior Principal
Signature	<i>Andy Stanton</i>	Date	06.03.24
Version 2.2			