

## Policy Statement

Tuffin Ferraby Taylor is committed to conduct its business with respect and care for the environment.

The Partners of Tuffin Ferraby Taylor regard the promotion of environmental measures as a mutual objective for management, employees at all levels and those working for or on behalf of TFT and are committed to providing the resources necessary to fully implement the TFT Environmental Policy which is designed to satisfy the requirements of the ISO 14001 standard and operate environmental best practice throughout TFT.

TFT will carry out its activities with consideration for the environment as part of the process to prevent pollution and minimise waste.

In order to meet the above requirements, we will:

Hold Partners accountable for environmental performance of their areas of responsibility

- Monitor our use of energy, transport and natural resources with a view to reducing our impact on the environment
- Support process modifications and services that reduce pollution and waste and encourage recycling
- Maintain sufficient documentation to demonstrate compliance with the environmental requirements
- Comply with all applicable environmental legislation and recognise other relevant requirements that may be placed upon us by our clients
- Assess, in advance where possible, environmental impact resulting from business operations and the environmental effects of any significant development and adjust TFT plans accordingly
- Ensure that all incidents and non-compliance situations are reported, recorded and route causes identified where environmental harm occurs or could have occurred and ensure that corrective and preventive actions are implemented
- Demonstrate our commitment to continual improvement by setting targets and objectives for our services and TFT activities and review these measures on a regular basis
- Maintain an open communication environment, whereby, all employees can actively participate in the Environmental Management System. Partners are encouraged to address employees' questions and concerns promptly and thoroughly
- To communicate and provide the necessary information, instruction, supervision and training to enable all persons, affected by TFT undertakings, to carry out their environmental duties

This policy will be made available to our employees, to those working for or on behalf of TFT and provided on request to any other interested parties. This policy will be periodically reviewed in accordance with TFT procedure. We also recognise that we have a responsibility to encourage our suppliers/sub consultants, to assist us in achieving our environmental objectives by providing services and services that are in-line with best environmental practice.

## Responsibility

Chris Keates Lewis has the overall responsibility for the Environmental Policy, and the implementation, review and continual improvement of the Environmental Management System. The Environmental Policy is reviewed quarterly by Partners and QA administrators. The review incorporates the co-ordination, implementation monitoring and continual improvement of the Environmental Review throughout TFT. The Environmental Policy and Action Plan update will be communicated to all staff and a copy will be displayed on the staff notice board. Copies may be made available to clients on request.

### **Each employee is accountable for:**

- Co-operating with TFT to achieve safe, healthy and environmentally sound operations within our site and outside
- Not interfering with, or misusing any system/device provided to meet our environmental obligations or policy

TFT's Environmental Policy will play a key role in working toward sustainable development, because the health and well-being of our environment is crucial for providing us all with a good quality of life, both now and in the future.