

# Sustainability & Environment Policy

Touch Projects is committed to protecting the environment and reducing our environmental footprint while continuing to deliver optimal solutions for our customers worldwide. It is Touch Projects' policy to ensure that its employees and sub-contractors are made aware of the contents of this policy and to enforce the provisions of the policy.

This Policy applies to all the companies and entities affiliated with Touch Projects, and to all directors and employees (inc. consultants and contractor) of those companies.

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## PART 1. Introduction and sustainability ownership

Sustainability is 'owned' by the TPL Board and is a standing agenda item on each Board agenda. The Board acknowledges and agrees that it has the ultimate accountability and responsibility for ensuring that Touch Projects represents the best possible environmental credentials.

Day-to-day delivery of this Sustainability Policy is managed by the Operations Manager.

In acknowledgement of the importance of the environment it is Touch Projects' policy to appoint one of its directors as responsible director for environmental matters: John Christou.

## PART 2. Overall policy statement

Touch Projects is committed to protecting the environment and improving the overall quality of life by carrying out its business activities in a manner which supports the improvement of the environment by conserving resources, preventing environmental pollution and minimizing the production of waste.

## PART 3. Objectives

At Touch Projects, we work towards ensuring that we:

- i. comply with environmental laws and regulations in all the jurisdictions in which we work
- ii. are committed to ongoing sustainable management and reducing our rates of emissions, energy, and waste
- iii. build a clear understanding of key environmental risks/issues and building/implementing plans to address these, including via setting and pursuing environmental Objectives
- iv. develop a culture of sustainability by developing the awareness, education, and involvement of all employees
- v. implementing systems, measures, and reporting for environmental management
- vi. develop appropriate strategies for reducing emissions, energy and waste through improvement initiatives
- vii. commit to actively considering the use of alternative energy sources, and low emissions technology

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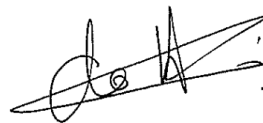
- viii. share best practices for environmental management across our divisions
- ix. incorporate environmental considerations into our business decision-making processes
- x. engage with suppliers, customers and partners to develop improved environmental sustainability practices
- xi. conserving energy, water, wood, paper and other resources – particularly those which are scarce or non-renewable
- xii. reducing waste through re-use and recycling and by using refurbished and recycled products and materials
- xiii. monitoring discharges and emissions to air, land and water to assess what action is necessary to reduce pollution
- xiv. phasing out ozone depleting substances and minimizing the release of greenhouse gases, volatile organic compounds, vehicle emissions and other substances damaging to health and the environment e.g. toxic and non-biodegradable materials
- xv. encouraging manufacturers, suppliers and contractors through tighter specifications to develop environmentally preferable goods and services at competitive prices; ensuring that any products derived from natural sources (e.g. timber) are from verified sustainable sources
- xvi. working with contractors to improve environmental performance where this is relevant to the contract and to the achievement of value for money
- xvii. meeting all relevant current and foreseen statutory regulations and official codes of practice and specifying contractors to do the same when working on company premises
- xviii. developing and maintaining, where significant hazards exist, emergency procedures for effectively dealing with them and limiting the risk to health and the environment
- xix. ensuring, where practicable, that buildings occupied by Touch Projects are designed, constructed and operated to improve their environmental performance;
- xx. applying the standards in the Government’s “Green Claims Code” when buying goods and services and when making statements about its own products and services which reach the public
- xxi. encouraging “greener” home to office transport policies
- xxii. educating, training and motivating staff and contractors to work in an environmentally responsible manner and to play a full part in developing new ideas and initiatives
- xxiii. communicating openly with staff about environmental policies and best practice (including best available scientific advice) and co-operating with others in the public and private sectors at home and abroad to develop and promote environmentally sound practices.

#### PART 4. Document approval

This document is approved on the date of the last signature below.



Nick Savvas  
CEO



John Christou  
General Manager

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