

Environmental and Sustainability Policy

ISSUE STATUS

The issue status of this document is indicated by the version number in the box below. When any part is amended, a record is made in the Amendment Log below.

This document can be amended and updated only at the discretion of the Quality Manager, in the light of changing law and other circumstances.

Version	Date	Amendment	Author
1	15.05.14	Annual Review – Minor amendments made to our commitments sections.	
2	15.06.15	Annual Review – Minor amendments made to our commitments sections.	
3	14.08.15	Management names responsible for EMS added.	
4	04.02.16	Change of company name.	
5	13.06.16	Annual Review – Minor amendments to our commitments sections. Initials column added. Internal Audit closed.	HK
6	29.09.17	Reformatting in line with CLTH brand guidelines.	RB
7	16.06.17	Annual Review – Minor amendments made. Section on corporate social responsibility added (p.5).	BT
8	09.10.17	Document control Internal Audit closed.	RB
9	06.06.18	Key environmental considerations for 'Our Designs' added, sections clarified, minor corrections	FG
10	21.05.19	Minor amendments to Overview and Our Community.	TC
11	20.01.21	Overview, Our designs, Our Community and workplace updated	SB



Signed
(Director & senior manager responsible)

21.01.2021

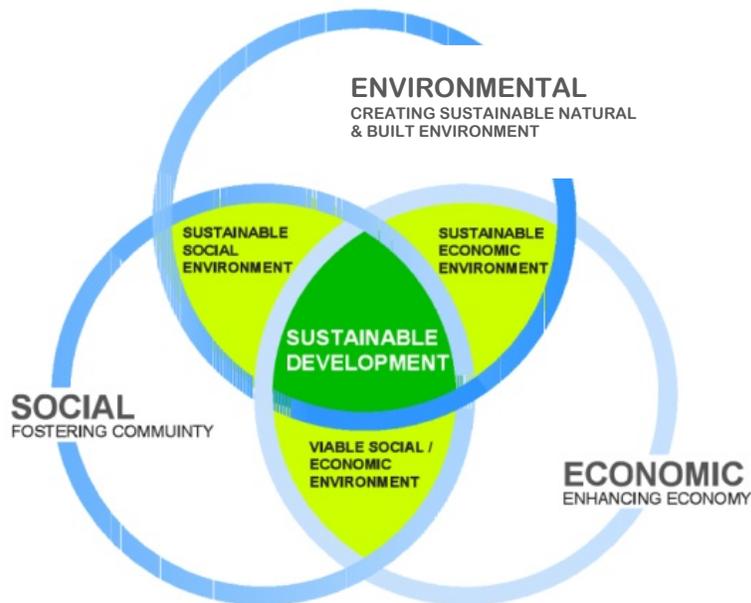
Overview

Curl la Tourelle Head Architecture's environmental and sustainability policy is in two parts: [1] our commitment to sustainable building and landscape design, and [2] our commitment to working toward a more sustainable workplace. For both parts of our policy we undertake to:

- Establish and maintain a process of education and improvement in our understanding of environmental and sustainability issues.
- Review our policy regularly.
- Involve all our employees in our commitment to environmental goals.
- Comply with environmental legislation and regulations.
- Aspire to be at the leading edge of sustainability best practice.
- Make our policy easily available to practice and to all those involved in our work.

To implement our policy, we have an Environmental Management System (EMS) Procedures Manual.

Wayne Head is the Director responsible for our Environmental Management System and Simon Bumstead is the Environmental Management Systems Manager.



1.0 Our Designs

We recognise that the products of our designs have far more environmental impact than our own operations. We are therefore committed to exercising our professional skills in such a way as to minimise environmental impact, insofar as this is possible within both the instructions from our clients and their funding parameters.

Our Key Commitments are to:

- Raise our clients' awareness about sustainability and environmental protection.
- Help the members of the design team develop a shared vision of the environment.
- Prioritise project specific environmental drivers in the context of project constraints.
- Consult project stakeholders to ensure that building projects fit users' needs and aspirations, and can be adapted for future use to limit the need for future re-building.
- **Assess sites** for their **ecological value** and ensure that **biodiversity** is protected or enhanced.
- **Assess sites** for their **microclimate**, and ensure buildings make the best use of orientation and shape to reduce the need for artificial forms of conditioning.
- Set project specific **Environmental Plans** to monitor targets such as: **Selection of consultants and location, Project brief, Design, Tender, Construction, Operation and Disposal**
- Design for **minimum energy use** through best use of passive measures such as insulation, considered air infiltration, controlled use of the sun's energy, appropriate activity location and optimum equipment specification.
- Minimise the use of construction materials, and specify materials and components that will have the optimum balance between environmental impact and performance in use.
- Ascertain the potential for local power generation from **renewable energy sources**, locally or on site.
- Ensure as far as possible that building projects are supported by **a travel plan** that promotes **sustainable travel choices**, e.g. through public transport and cycling provision.
- Endeavour to ensure that building services are inherently efficient and controllable through simple operable systems and metering, to encourage monitoring and management of resource use by the end users.
- Endeavour to ensure that buildings are commissioned fully before handover with full operating manuals provided, that clients are supported in the first months of operation with on-site training and advice, that systems are fine-tuned and operate in accordance with design intent and specification as relevant to project specific procurement route.
- Aspire to get our clients to follow the **BSRIA Soft Landings** methodology.
- Aspire to monitor our completed projects through post-occupancy evaluation and share the information across the practice, to ensure that we learn from our experience, applying BUS methodology where possible.
- Ensure all Curl la Tourelle Head Architecture designers are up-to-date with current environmental legislation, technologies and global issues through a programme of in-house Continuing Professional Development (CPD) seminars and Cold Room Talks (CRT) and encourage an environmental element in their own personal professional development programmes.
- Monitor projects in relation to these commitments from the early design stages throughout the design process and through auditing project success post-occupancy.

2.0 Our Workplace

We are committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and visitors, and which minimises our impact on the environment.

To do this we will:

- Consider the environment in all our decision-making, including the equipment and supplies we purchase.
- Ensure that all relevant environmental legislation is adhered to.
- Monitor our impact on the environment in terms of our carbon footprint and refuse, and record this data in yearly reports.
- Promote environmental awareness among our employees, and encourage them to work in a sustainable manner by providing regular updates of environmental monitoring, and holding forums for deciding on best environmental practice.
- Reduce our carbon footprint as much as possible by setting realistic targets and employing considered strategies.
- Ensure responsible disposal of all waste, including batteries, printer toners and cartridges.
- Reduce refuse as much as possible through re-use and recycling and responsible purchasing of supplies.
- Communicate our environmental policy to the public.
- Strive to continually improve our environmental performance through in-house reviews of our monitoring data, strategy and policy.
- Encourage use of low carbon transport amongst employees.

Our Community

Social responsibility is at the heart of our business at CLTH and we are committed to make a positive impact on the environment and society including clients, end users, employees and the wider communities. In addition to our sustainability targets and activities, we identify three primary areas to target social responsibility issues:

Community

We aim to invest in and engage with our communities; by supporting communities most in need with time, skills, money and expertise. To achieve this, we have been engaged in the following activities in the past and present.

- We volunteer our expertise at Homerton University Hospital, a major London NHS Foundation Trust, with Director Wayne Head acting as an elected Public Governor
- We provide pro-bono design work, such as the re-modelling of the Mary Seacole Centre at Hoxton, a purpose-built care home with respite service
- We volunteer in architectural charities i.e. Open-City Architecture in Primary School programme
- We provide work experience to secondary school students
- We give architectural talks at local communities i.e. the Silver End Heritage Society
- We provide architectural support to Road
- We engage in architectural education by acting as Part 3 Examiners and visiting critiques at various architectural universities.
- We involve in the 'LETI initiative', with Director Wayne Head acting as a 'Be Seen working group' member.
- We contribute monthly to Hestia, a charity for survivors of abuse
- We provide pro-bono volunteer teaching to Newham virtual school

Workplace

We assist our staff in managing a good work-life balance & healthy work environment and we foster an inclusive workplace by supporting a diverse work force at all levels.

- We have an Everywoman Group to discuss relevant management, leadership and communication topics with open participation to all members of staff.
- We provide Part 3 (Stage 1+2) mentoring by one-to-one support and monthly workshops
- During the enforced working from home, we have made office meetings weekly and included a catch up where employees talk about life outside of work
- We have set up initiatives to remain sociable from a social distance. Such as drop off of supplies, virtual pub quizzes, and walks through our favourite parks.
- Before switching to working from home, we minimised food packaging from our weekly shop and switched to as much compostable waste as possible.

Marketplace

We regularly monitor the impact of our business's services and supply chain on society and the environment.

- We have set up an Ethical Pension Fund to our members of staff.
- We source our stationary suppliers from local businesses and try to purchase recyclable materials.