



TLT Policy
Environmental
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1.0	Miranda Jenkins	25 May 2017	Created

TLT's Environmental Policy

TLT is committed to reducing the adverse environmental impact of its business activities and the size of its carbon footprint.

We aim to:

- Minimise waste by ensuring that we are as efficient as possible in the use of resources.
- Actively promote recycling both internally and amongst our clients and suppliers.
- Consider the environmental impact of both production and distribution in the sourcing of supplies.
- Consider the climate emissions caused by the way we work.
- Measure, manage and reduce the impact of our operations and meet or exceed all the environmental legislation that relates to us.
- Work collaboratively to engage in the public debate on climate change and to develop, apply and promote best practice across the sector.
- Report on our progress and be accountable.

We will achieve this by:

Minimising waste

We have first class IT systems that allow us to manipulate documents in a number of ways without printing them. Where they do need to be printed, we encourage all staff to print double sided.

We monitor paper use, and where high usage is identified, work with individual teams to reduce consumption.

We do not use any disposable catering items and have refillable water bottles in the majority of our conference suites.

Promoting recycling

We have implemented recycling facilities for the recycling of cans, glass, paper, card and plastic throughout our offices. Our toner ink cartridges are recycled and therefore not sent to landfill.

Sourcing ethical suppliers

We have changed our procurement practices to reduce the carbon footprint associated with our supplies, for example by changing from daily stationery deliveries to weekly, purchasing only recycled paper and re-using more IT equipment. Stationery is ordered centrally in each office to reduce wastage. Over 71% of our stationery supplies have environmental accreditation.

We have also initiated an audit of our major suppliers to ensure they meet ethical sourcing criteria.

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Environmental legislation

TLT is a member of the Legal Sector Alliance, a movement of law firms and organisations committed to working collaboratively to take action on climate change by reducing their carbon footprint.

We have carried out mandatory energy assessments for our offices in respect of the requirements for ESOS (Energy Savings Opportunity Scheme). The buildings where our London and Manchester offices are located are both rated BREEAM excellent.

Reducing the carbon emissions of our work

We try and help our employees to reduce the carbon emissions associated with commuting. We have enhanced our bike storage and shower facilities to encourage more people to cycle and walk to work. We also support the Ride2Work scheme, which gives our employees the option of purchasing a new bicycle, free of tax and national insurance. For those commuting by bus, TLT offers subsidised season tickets (in some office locations).

We have improved our videoconferencing facilities across our offices reducing the need for business travel for internal meetings and training. Technology such as Skype for Business and GoToMeeting has also been implemented for online meetings to discuss and review documents in real time without the need to travel as well as the delivery of multi-site training.

We conducted a survey of our employees' commuting habits in our London and Bristol offices. For Bristol, we benchmarked our results using a Bristol City Council survey of over 200 companies, with the survey finding that TLT's people cause less carbon emissions than average in their commute to work, with 33% of our staff walking to work.

However, we are not complacent and the focus for the current year is on measuring our carbon footprint in a more comprehensive and robust manner and continuing our existing programme to reduce carbon emissions associated with our business activity.

Our future targets

We are currently undertaking a complete review of our CSR policy, with specific reference to the environment. As part of this we are aiming to set hard targets relating to environmental impact awareness (eg switching off monitors, printer options), waste reduction (eg promoting recycling, removing waste paper bins), employee welfare and wellbeing (eg cycle to work) and working environment (eg ensuring heating, air conditioning are used appropriately, efficiently and effectively).

We carry out mandatory energy assessments for all our offices in respect of the requirements for ESOS (Energy Savings Opportunity Scheme).

As we carry out the refurbishment of our buildings we aim to reduce the impact on the environment - for example, our Bristol Head office is undergoing a major refurbishment and a number of measures are being put in place to achieve this. These include:

- The installation of movement sensitive LED lights, which are more cost and energy efficient (and are also daylight dimmable);
- Improvements to the air conditioning system, which will improve energy and environmental performance;
- Photo voltaic panels on the roof;
- An objective of achieving 18% of new internal services and finishes being responsibly sourced;
- All timber being from FSC certified sustainable sources;

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- Our main contractor aiming to achieve a BREEAM Very Good rating at the end of the works; and
- The Zip taps in the coffee/tea points switching off when not being used and being fitted with light sensors that place the unit into sleep mode when the office lights are turned off.