

## ENVIRONMENTAL POLICY 2018-19

Workspace recognises that our business activities and that of our customers and supply chain can have a significant impact upon the environment and that we have a responsibility to take a long term strategic approach to environmental management to ensure we mitigate negative environmental impacts and enhance positive environmental performance across our portfolio.

Our most significant environmental impacts arise from the construction and refurbishment of new properties and the ongoing building operations of our existing properties. We are therefore committed to conducting our business activities responsibly and sustainably to reduce our environmental impact. We will comply with all relevant legal requirements related to environmental management and will strive for best practice to exceed sector specific standards where practical. In order to achieve this ambition, we are committed to monitoring resource use, benchmarking performance against peers and disclosing our emissions and wider environmental performance.

This **Environmental Sustainability Policy** works in partnership with our **Climate Change Policy** to ensure a coordinated approach to improving the overall environmental performance of our portfolio in order to reduce our impacts on the environment and our contribution to climate change.

### PROPERTY DEVELOPMENT AND REFURBISHMENT:

We consider the lifecycle impacts of our developments and refurbishments and actively pursue opportunities to reduce the overall lifetime environmental impact of our buildings from design stages to onsite development and refurbishment activities. Our priority areas include:

**Sustainable Design:** We favour refurbishments over new developments so that we can reuse and extend the lifecycle of existing building structures. Our buildings are developed using fewer development and refurbishment materials and are designed with due consideration of the intended operational building requirements to design buildings that are resource efficient. Our buildings are designed to include energy efficiency measures and the installation of renewable and low carbon technologies is a design preference where viable.

**Sustainable Procurement:** We continually seek opportunities to enact sustainable procurement practices such as procuring products and services locally and increasing the proportion of sustainable or recycle building materials used during construction and refurbishment. Where possible we seek to reuse materials onsite in preference to disposal.

**Natural Resources:** We promote a resource efficient approach to development and refurbishment projects to reduce our consumption of natural resources including building materials, energy and water. We are exploring opportunities to select resources with lower embodied carbon and avoid using materials that are scarce or that cause environmental degradation. We minimise construction and demolition waste being sent to landfill through effective management and recycling.

**Pollution Prevention:** We are committed to pollution prevention and therefore we control and manage our environmental activities to minimise the risk of light, land, noise, water, air and visual pollution events occurring. We identify, minimise and monitor potential pollution sources on all new developments, in particular during demolition and construction, and implement appropriate controls to prevent pollution, dispose of pollutants responsibly and minimise the impact on local communities.

### BUILDING OPERATIONS:

We actively seek opportunities to manage and reduce the potential environmental impacts that could arise from our building operations whilst ensuring the long-term continuity of our customer services. We ensure that our buildings are operated using established building controls to ensure that our buildings are being operated as efficiently as possible whilst continuing to deliver a high standard of customer satisfaction and comfort. Our priority areas include:

**Natural Resources:** Natural resources such as electricity, gas, fuel and water are used throughout all buildings in our portfolio. We recognise that these resources are finite and that our use of these resources has a number of local, regional and national environmental impacts. Therefore, we aim to reduce the use of the natural resource wherever possible, through design, management and engagement with stakeholders and, where they must be used, we strive to utilise these resources as efficiently as possible throughout our portfolio.

**Waste and Recycling:** We recognise that the waste generated from our business activities will have environmental impacts and that we should treat waste as a resource wherever possible. Where possible we will seek opportunities to extend the lifecycle of resources to avoid them becoming waste. We are committed to operating in a way that will reduce the overall amount of waste generated, increase the proportion of waste being recycled through provision of recycling facilities and diverting waste from landfill.

#### **OUR PEOPLE:**

In order to achieve the commitments and objectives of this Environmental Sustainability Policy it is essential that we engage with our customers, staff and our supply chain to raise awareness of the measures we are taking to reduce our environmental impacts. This is achieved by making our Environmental Sustainability Policy available to our customers, staff and our supply chain via our website and communicating regularly with key internal and external stakeholders.

**Our Staff:** To manage and minimise our environmental impacts across our portfolio we have set internal standards and operating processes for our development, refurbishment and building operations which are supported by staff training where required. These standards and operating processes are regularly reviewed to ensure their continued suitability in line with the commitments and objectives of this Environmental Sustainability Policy.

**Our Customers:** We encourage our customers to consider their use of building facilities, such as lighting, heating/cooling and waste provisions, to identify opportunities to avoid or reduce consumption and use resources responsibly. We continually seek new and innovative ways of engaging with our customers to promote and encourage resource efficiency across our portfolio.

**Our Supply Chain:** We require our supply chain to adhere to the principles of this Environmental Sustainability Policy and we actively engage with and encourage our supply chain and key contractors to identify opportunities to improve the efficiency of our buildings and services provided to or on behalf of Workspace.

#### **OBJECTIVES & TARGETS:**

In order to meet the commitments and intended outcomes of this Environmental Policy we have set appropriate performance measures and Objectives & Targets. Our Climate Change & Environmental Sustainability Objectives are:

**Objective 1:** Building environmentally responsible properties that our customers want to occupy

**Objective 2:** Reducing the environmental impacts of our properties and their related supply chains

**Objective 3:** Supporting our customers in reducing their environmental impacts

**Objective 4:** Supporting our people in understanding and actively contributing to minimising our environmental impacts

**Objective 5:** Actively communicate transparent information regarding our environmental and community work and achievements to our key stakeholders

#### **CORPORATE GOVERNANCE:**

The highest level of direct responsibility for environmental strategy, accountability and performance lies with our Chief Executive Officer and the Board of Directors. The Board of Directors maintains oversight of environmental risks and opportunities and sets the strategic direction and priorities for this Environmental Sustainability Policy and the Sustainability Committee.

The Sustainability Committee is chaired by our Development Director and is made up of cross functional members who are actively involved in new developments, refurbishments and building operations. The Sustainability Committee is therefore well positioned to actively manage environmental risks and opportunities and engage with relevant internal and external stakeholders to communicate the strategic direction and priorities. The Sustainability Committee is responsible for actively managing the environmental risks and opportunities associated with our business activities and reviewing, formulating and implementing processes to ensure the sustainable growth of the company and enable informed business decisions which minimise our environmental impacts and enhance our overall environmental performance.

Signed:



**Jamie Hopkins**  
**Chief Executive Officer**

**18 June 2018**