

## Environmental Management and Sustainability Policy.

The importance of this policy is understood since not only is there an environmental consequence to the way in which our office is run and business conducted but more-over the out-turned product influences the environmental issues faced by those who ultimately occupy and live with our designs.

Think Architecture + Design therefore takes environmental issues seriously in both of these key areas; in terms of the running of the business and the incorporation of environmental/sustainable thinking as primary drivers in our core design work.

The policy and its implementation continues to evolve in line with best practice. Regular update and review is undertaken to ensure excellence is achieved. This is then communicated to all employees with training and guidance provided where appropriate.

### Operational Issues

- Occupy environmentally aware office accommodation located close to central transport and business hub and encourage the use of public or self powered transport. Avoid private car journeys where-ever possible and car-share as much as possible when used.  
*Implementation of this policy sees naturally ventilated offices occupied in Leeds LS1 with the founding directors utilising train and bicycle as primary means of transport to the workplace.*
- Reduce consumption of new materials by procuring products from sustainable sources with maximum renewable content and lifespan. Avoid potentially wasteful bulk purchase.
- Re-use and harvest materials as evolving technology and practice permits
- Careful control waste resulting from all operations, minimising and recycling where possible. Where appropriate targets will be set for the reduction of waste and minimisation of resources.

### Design

Work with fellow consultants, advisors, clients, contractors and sub contractors to ensure that best practice in environmental management, design and its procurement is considered throughout the life time of a project.

Pursue a holistic approach to the environmental design of buildings and places with the reduction of energy usage and CO2 emissions being prime drivers from the start of all projects. This will include:-

- Material selection
- Benefits in use
- Potential for low energy/sustainable sourced energy input
- Passive design solutions
- Optimisation of daylight
- Projects will be reviewed on a regular basis to ensure that appropriate best practice has been considered and adopted as part of the design solution.

Comply with relevant environmental legislation and regulations.

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Signed.....Date: December 2009.