

ENVIRONMENTAL POLICY

BOOM Collective is a multi-disciplinary practice providing services associated with the built environment.

This Environmental Policy sets out a vision and commitment to reduce the environmental impact of our business on the environment. A key part of ensuring our policy is implemented is to maintain ISO 14001 Environmental Management System (EMS).

This statement supports the following aspects of the EMS:

- Identify environmental aspects BOOM control or can influence
- Identify applicable legal requirements
- Establish measures objectives and targets
- Establish, implement and maintain our EMS targets
- Define the roles and responsibilities to implement, maintain and improve the EMS
- Provide appropriate training
- Communication of our environmental aspects and EMS to our team
- Monitor and measure our compliance and performance

This policy will be reviewed annually and agreed by the company directors.

This Environmental Policy Statement is structured to cover:

- Environmental Aspects, Impacts and Actions
 - Identifying steps to reduce our direct and indirect environmental impacts.
- Legal requirements
- Objectives, Targets and Programme
 - Identifying measurable targets consistent with our environmental policy and outline a plan to achieve these.
- Responsibility
 - Description of who is responsible to establish, implement, maintain and improve the EMS.
- Training
 - Description of training requirements provided to staff.
- Communication
 - Description of how the Environmental Policy is communicated with Staff, Clients and all interested parties.
- Monitoring Performance
 - Description of how the Environmental performance is measured and reported on.

ENVIRONMENTAL ASPECTS, IMPACTS AND ACTIONS

As a Consulting Engineering Design Practice, we provide design and advice, primarily in the form of letters, reports, drawings and other forms of paper or electronic communications.

In regard to the environment the activities and services that we influence or can control are:

1. Operation of our offices
2. Business Travel
3. The design and advice we give our clients on our projects.

Having reviewed our activities and services we have identified the following categories which are impacted

- Greenhouse Gases
- Natural Resources
- Waste
- Pollution

For each of these categories we have identified our direct impacts (those which we have direct control) and indirect impacts (those which we can influence).

We have not identified any "significant" environmental impacts due to the activities or services that we control.

On some of BOOM's projects there is potential to influence activities by others which could create pollution or waste that does have a significant environmental impact, (e.g. strip out and removal/disposal of existing building engineering services, removal of asbestos, or lab waste discharging radioactive chemicals).

Greenhouse Gases

BOOM is jointly responsible for climate change because of the buildup of greenhouse gases (Carbon Dioxide, Methane and refrigerant gases), in the atmosphere. These are human-made and predominantly come from fossil fuels that provide energy use in buildings, transport, information communication technologies (ICT) etc.

Energy use is therefore a direct impact in greenhouse gas emissions from our workplaces, transport of our people (particularly cars, air travel and public transport). To reduce these, we will:

- Measure, monitor and mitigate energy use from office energy use.
- Educate our team on energy consumption, its impact and how to reduce it.
- Purchase computers and equipment which consider their energy performance and stand by power.
- Minimise lighting by turning off or dimming down office lighting, and maximising daylight.
- Promote sustainable travel options over less sustainable options.
- Provide cyclist facilities (including showers) in BOOM offices.
- Utilise video conferencing and teleconferences to minimise the need to travel.

BOOM's indirect impacts associated with our business is mainly through the designs and advice we provide. To reduce their impact BOOM will:

- Promote the reduction of energy use, embodied energy and associated greenhouse gas emissions.
- Promote on all projects, that legal performance energy requirements (such as building regulations) are a minimum level and should be exceeded.
- Advocate on all designs, during design reviews and where advice on technology is appropriate, ways to reduce transport emissions associated with buildings and property, such as teleconferencing facilities, public info on transport information feeds, etc.

Natural Resources

All resources are finite, we only have one planet to supply us with what we all need. The excessive use of natural resources creates destructive depletion and adversely impacts on local communities.

Office supplies are a direct impact. To reduce this impact, we will seek to purchase products that have one or more of the following:

- Environmental product declaration
- Environmental/social third-party certification (e.g. organic, fair trade, FSC, etc.).
- Minimum 50% recycled content (where appropriate).
- Where independent certification is not available, we could accept where products are sourced:
- With a proven record of environmental management and product stewardship.
- Who can provide assurance that no form of abuse, exploitation or forced and bonded labour is permitted in their supply chain.

In preference, reused products should be favoured over recycled products, and new products using virgin materials should be at the bottom of the procurement option.

Water consumption in our office is a direct impact. Whilst we do not hold responsibility for any sanitation that our team use, we are to promote the use of low flow fittings to our landlord, encouraging them to retrofit or modify to reduce water consumption.

The designs and advice we provide to our clients can affect natural resources consumed in construction and in operation of the buildings we design. These indirect impacts associated with the services we provide will be reduced by:

- Wherever possible, influence through our choice of construction materials to have a low environmental impact and independent environmental certification.
- Identify and encourage solutions which reduce use of natural resources in their operation and maintenance.

Waste

The generation of waste creates disposal problems and is poor use of finite resources. Waste from construction and demolition is a significant contribution to the UK's waste stream.

Waste from BOOM's office forms a direct impact. To reduce this, we will:

- Promote the use of waste reuse and recycling in the workplace to reduce waste to landfill.
- Educate our team in reducing waste and recycling waste, within the business and in their daily lives.
- Avoid the purchasing of disposable products wherever possible, (e.g. plastic cups).
- Only buy from suppliers who address packaging (i.e. caterers), through adopting good practice.

BOOM's indirect impacts can be reduced through:

- Identifying and encouraging solutions which reduce waste generated during demolition, construction and operation.
- Influence where possible, the contractor's generation and disposal of waste during demolition and construction.

Pollution

Pollution includes land, air, water, noise and light pollution.

Energy production is linked to contributing to air pollution and travel is linked to both air and noise pollution. These have been addressed in the earlier section on Environment.

Waste can also cause pollution and has too been addressed in the section on Waste.

Our direct impact on other causes of pollution are very limited as we work in an office building owned and managed by others.

We shall challenge our supply chain to use environmentally friendly products associated with cleaning products, paints, varnishes and finishes that give off chemicals, VOCs and gases that can be detrimental to the indoor air quality within the office environment.

We will comply with all relevant legal obligation in relation to environmental pollution due to the operation of our business.

Construction and site development activities have potential to cause pollution. These indirect impacts associated with the services we provide can be reduced if:

- We identify and encourage solutions to minimise or eliminate the potential for pollution.
- Provide advice on how to reduce pollution on construction sites (further to the contractor's responsibility to comply with legal requirements).
- Encourage the use of Considerate Constructors Scheme.

LEGAL REQUIREMENTS

The Company Directors will identify an individual to be responsible for:

- Legal requirements relating to environmental policies
- Determining how these requirements are applied to the business
- Updating the Environmental Statement each year to reflect these.

Operating our business:

There are no specific legal requirements we are aware of that relate to BOOM's direct environmental impacts.

We do not manufacture any products and do not purchase illegal products. We produce no industrial or hazardous waste. We dispose of all our waste through our landlord's waste management companies and cleaning contractors.

Impact through our consultancy services:

It is the responsibility of our chartered engineers and senior professionals to keep up to date with the latest environmental legislation relevant to their particular discipline, through memberships of their professional institutions and by reference to the online resources provided by BOOM, (such as BSRIA library).

OBJECTIVES, TARGET AND PROGRAMME

Objectives

Our environmental objectives are to undertake the actions stated in the statements above, and to comply with the applicable legal requirements.

Targets

The environmental targets for 2022 are set out in BOOM's Environmental Action Plan (BEAP), which is updated periodically each year.

Means and Timeframe

A programme is to be established and updated each year to deliver on the objectives and targets above. The responsibilities for achieving these are described below.

We will achieve these objectives and targets through a combination of:

- Undertake annual whole team workshops on how to reduce environmental impact of BOOM projects.
- Undertake annual whole team workshops on environmental legislation and 3rd party certification of products.
- Establish a 'Green Team' in the office to address direct impact from workspace.
- Develop a Sustainable Procurement Policy relating to Office Supplies, Information Communication Technology (ICT), etc.

The responsibilities for achieving these are listed below.

RESPONSIBILITY

This chapter outlines who is responsible for establishing, implementing, maintaining and improving the EMS and Environmental Policy.

Clare Nissen has been appointed as Compliance Manager to:

- Ensure the EMS is undertaken in accordance with ISO 14001.
- Report to the Company Directors on how the EMS and Environmental Policy can be developed and improved to better serve BOOMs Objectives and Goals.

All Company Directors are responsible for ensuring projects are compliant with the Environmental Policy and to utilise the EMS.

Each Project Engineer is to be held accountable for upholding the EMS both at project level and within their role within the workplace.

The Green Team are to review, maintain and report on the progress BOOM is making against its Objectives and Goals.

On BOOM projects it is the responsibility of each team member to uphold the EMS and Environmental Policy and be expected to advise our clients accordingly.

Training & Resources

This section sets out the training and resources we will provide to staff to provide the skills and knowledge to comply with our Sustainability Policy, reduce our environmental impacts (direct and indirect) and comply with our EMS. We will develop, implement and maintain the following:

- A Sustainable Office Best Practice guide for minimalising the impact the BOOM team have within their workplace.
- Sustainability Discussion Forums on 'Microsoft Teams', raising awareness of staff training seminars, useful websites, and how to live a more sustainable lifestyle both at home and in the office.
- Additional training needs will be identified during our annual Staff Appraisal process which will include a section on Sustainability.
- The Directors, supported by the office manager, are responsible for the management of the staff training program and staff appraisal process.
- We also expect that our staff will seek to further their own environmental knowledge and skills through on the job learning, reading journals/books/websites and attending seminars/conferences.

Communication

This section describes how we will communicate our environmental performance and the requirements and importance of our EMS with staff, clients and interested parties

Full details of our Sustainability Policy, Environmental Statement, EMS, staff training program, targets and performance will be made available to all staff via the Sharepoint intranet.

We will also communicate aspects of these through a variety of forums including:

Ad-hoc staff meetings and emails.

Our Sustainability Policy and Sustainability Reports will be freely available to all staff, clients and general public via our website: www.boomcollective.eu.

The Environmental Statement will not be included on our website but may be provided to interested external parties at the discretion of a Partner on request.

Monitoring Performance

We will monitor our performance against the objectives and targets in this Environmental Statement on a regular basis and undertake an annual environmental performance audit. The following direct impacts will be monitored by the "Green Team":

- Greenhouse gases - energy consumption of offices & green travel
- Natural resources, pollution & biodiversity - office supplies purchasing
- Waste - office waste management.

Our performance in reducing our indirect impacts will be assessed using a variety of methods on our projects:

- Completion of Environmental Issues Sheets.
- Client feedback.
- Sustainability awards.
- Level of environmental certification achieved on projects.

Our performance in providing training to staff will be reviewed during the annual staff appraisal process.

Our performance in achieving our environmental targets will be assessed annually and incorporated into our annual Sustainability Report.

This policy applies to all employees and representatives of BOOM Collective Limited:

Date: 19th March 2019

Signed:



Director

BOOM's Environmental Action Plan (BEAP)

Targets for 2022:

Carbon Positive Action

- Be a carbon positive business addressing our whole carbon footprint.
- Develop solutions for carbon positive buildings and infrastructure.

Zero Carbon Energy

- Reduce energy consumption and maximise the use of renewable energy on our projects
- Drive continuous improvement in design and operation of buildings by collaborating with building owners and occupants to obtain energy data.
- Reduce energy consumption in line with science-based methodology and all electricity for our offices to be from zero carbon renewable sources.
- Reduce energy consumption of our employee's homes by providing technical support.

Materials Supply Chain

- Promote environmental and social transparency in the supply chain and promote responsible procurement approaches on our projects.
- Prioritise materials and products that reduce natural resource consumption, have low embodied impact, are non-toxic and can be easily repurposed or recycled at end of life.
- Incorporate circular economy principles and Life Cycle Assessments (LCA) into our projects.
- Responsibly source office consumables and services.

Health & Wellbeing

- Provide industry leading advice on integrating Health and Wellbeing solutions into the built environment with a focus on Indoor Environment Quality (IEQ) and Biophilia.
- Undertake research to improve design stage IEQ analysis by correlating with measured performance and occupant feedback from Post Occupancy Evaluations and share the findings with industry.
- Provide workplaces consistent with best practice in IEQ, mental and physical health and wellness.

Ethics and Equality

- Ensure all our projects are in line with our mission, vision and values by implementing an ethical "bid/no bid" process for our projects.
- Target projects with a positive impact through working with NGO's and aid funded organisations.
- Encourage the next generation of engineers through Science Technology Engineering Mathematics (STEM) educational outreach work and provide pro bono services for environmental and social projects.
- Promote equality, diversity and inclusion in our business and our industry.

Climate Change Adaption

- Mitigate the impacts of predicted climate change scenarios by providing evidence-based design solutions and advice.
- Improve how our design advice responds to climate change scenarios by commissioning research and collaborating with others investigating the effects and solutions of climate change on building and infrastructure design.

BEAP Actions:

1. Develop a series of actions to address the 2022 Targets together with a timescale for implementing the actions.
2. Develop some Performance Indicators against which BOOM will monitor improvements and the results of its actions.

Due Date: 31st May 2019