

## Sustainability Policy

pad Design recognises that both our business operations and the projects/designs which we create will create impacts upon the environment around us. For this reason we will seek to continually reduce those impacts through compliance with all relevant environmental legislation and through the implementation of best practice measures across our work and operations as detailed below.

### 1. Business Operations

In order to minimise the impact of our business operations we will:

- Educate and promote environmental awareness for all our employees.
- Seek to minimise the degeneration of natural resources by the promoting responsible behaviour amongst our employees.
- Promote the use of public transport, cycling or walking in preference to travel by car wherever it is possible and effective to do so.
- Encourage employees to transfer information electronically wherever it is efficient and environmentally responsible to do so, and ensure that all key information is fully and securely stored and backed up.
- Encourage employees to communicate efficiently, in order to minimise the use of paper and electronics.
- Strive to continually improve the office's environmental performance and minimise deleterious social impact and damage caused by the office's activities; periodically reviewing our office's performance in light of the company's environmental commitments.
- Seek to minimise energy use within the office.
- Promote, purchase and use environmentally responsible products and materials wherever it is practical to do so.
- Reduce waste through re-use, recycling, and by purchase and use of recycled, recyclable, re-used or refurbished materials and equipment where they are available, economic and suitable.
- Ensure responsible disposal where waste is unavoidable.
- Include whole life energy efficiency as one of the selection criteria when purchasing equipment.
- Avoid where possible, and reduce if un-avoidable, the use of hazardous materials and products, seeking substitutes where feasible, taking all reasonable steps to protect human health and the environment when such materials must be used, stored, and disposed of.
- Review the office's environmental policies against the carbon reduction legislation.
- Review the office's environmental policies in the light of current and future changing activities, work patterns and commitments.

## 2. Design Process

pad Design recognises that our work involving planning, design and construction can greatly affect the environment both directly through the buildings, and indirectly through how a site can be used, and its relationship to its surroundings.

- a) environmental sustainability - does the approach minimise the depletion of natural resource bases and contamination of the environment?
- b) technical sustainability: can the skills required be introduced and passed on to others, and are the resources that will be needed accessible?
- c) financial viability: what finance and services are available to pay for the work that needs to be done? Can proposals be tailored to meet these resources?
- d) organisational sustainability: is there a structure in place for the delivery and operation of the project both in the long and short term?
- e) social sustainability: does the overall process and the product fit within and satisfy the needs of the society it is designed to serve?

pad Design recognises that the act of construction has environmental impacts areas beyond the site, often internationally; and that reducing the need for new construction is an important response to minimising the environmental impact of buildings. We recognising that siting has a major influence on the energy use associated with a building's use. We are therefore committed to minimising the impact that our projects have on the environment through the entire lifespan of the building.

We will:

- Educate and promote awareness of sustainability issues and environmental protection in our design teams, clients, professional team members and members of the public to help develop a shared vision of environmental aspirations.
- Assess sites for their ecological value, heritage value, and microclimate and ensure that buildings make the best use of the natural and existing features of the site including sun, wind and water.
- Endeavour to ensure that a site's biodiversity is protected and, wherever possible, enhanced.
- In the first instance we will promote reductions in energy use, rather than offsetting against renewable energy sources.
- Promote sustainable patterns of living to our clients. i.e. live/work units.
- Ensure that clients are aware of, and have considered, carbon impact.
- Design to minimise deleterious social impact of buildings.
- Design to minimise reliance on personal car transport.
- Design to avoid the use of, and/or reliance on, artificial forms of conditioning and ventilation.
- Promote the specification of low carbon materials and technologies.
- Promote the retention and responsible re-use of existing buildings, structures, products, fixtures, fittings and materials.

- Promote environmentally responsible specification and sourcing of materials and products.
- Educate our employees in the use of the green specification, CSH and other carbon reduction information sources.
- Consider whole life carbon use when specifying materials and products.
- Consider the expected lifespan of materials and products against the building's expected lifespan.
- Aim to exceed the minimum environmental legislative standards.
- Design to minimise the environmental impact from misuse of buildings by their occupants.

### 3. Construction Process

We will:

- Operate a 'right first time' culture through our QM system for our design and contract information to avoid wasteful re-working on site.
- Minimise the use of construction materials and specify components that balance performance in use with environmental impacts and are both simple to work with and maintain.
- Consider ease of operations on site.
- Aim to support clients in their first months of occupation so that they understand the workings of the operating systems, and the management requirements, in order to ensure that systems are fine-tuned and operated in accordance with the design intent and therefore maximise the efficiency of the building.