HL DESIGN CONSULTANCY LTD

Environmental Policy

This policy has been simplified considering the benefits of the small management structure, ease of communication and better monitoring and control when dealing with a very small number of employees.

1.0 General Statement

Our company is committed to protecting the environment and minimizing the environmental impacts of our operations. We recognize our environmental responsibilities, and we aim to comply with all relevant legal and regulatory requirements, as well as to follow best practices in environmental management. To achieve this, we have established an environmental management system that sets out the roles and responsibilities of our employees and other stakeholders in relation to environmental matters. The system is based on the following principles:

- We will identify and assess the environmental aspects and impacts of our activities, products, and services, and set objectives and targets to reduce them.
- We will implement an environmental action plan that outlines the measures and actions we will take to achieve our objectives and targets, and to prevent pollution and environmental incidents.
- We will monitor and review our environmental performance regularly, and report on our progress and achievements.
- We will provide adequate resources, training, and communication to ensure that our employees and other stakeholders are aware of their environmental responsibilities and obligations and are able to fulfill them.
- We will engage with our customers, suppliers, contractors, and other parties to promote environmental awareness and encourage them to adopt environmentally responsible practices.
- We will continually improve our environmental management system and performance by reviewing our policy, objectives, targets and action plan periodically, and by seeking feedback from our stakeholders..

2.0 Our environmental action plan covers the following key areas:

- Sustainable materials procurement: We will procure materials that are environmentally friendly, durable, recyclable and reusable, and that have minimal environmental impacts throughout their life cycle. We will also seek to reduce the amount of materials we use, and to optimize their utilization and efficiency.

- Waste management: We will reduce the amount of waste we generate, and segregate, store, transport and dispose of it in a safe and environmentally sound manner. We will also seek to reuse or recycle waste whenever possible, and to avoid sending waste to landfill. This is also reflected in our Commercial Residual Waste and Commercial Recycling Transfer Notes.

- Energy management: We will reduce our energy consumption and greenhouse gas emissions by implementing energy efficiency measures, using renewable energy sources where feasible, and optimizing our energy use patterns. We will also monitor our energy performance and seek opportunities for improvement. Refer also to our Carbon Reduction Plan where we are committed to Net Zero emissions by 2030.

We have established a system for responding to, monitoring, and recording environmental incidents, emergencies, and complaints. Any such events will be reported immediately to the relevant authorities, investigated thoroughly, and corrective actions taken to prevent recurrence. We will also communicate the results of our investigations and actions to our stakeholders.

This policy is communicated to all our employees and other stakeholders through various channels, such as induction training, staff meetings, notice boards, newsletters, websites, etc. It is also available to the public upon request. This policy is reviewed annually by the senior management team, or more frequently if required by changes in legislation, regulations, or business activities. Any revisions or updates will be communicated to all our stakeholders accordingly.

3.0 Environmental Training and Information Policy

As a small architectural practice, we are committed to providing our employees who are involved in construction projects with adequate training and information on environmental issues related to their work. We recognize that our construction activities have an impact on the environment, and we strive to minimize it by ensuring that our workforce has the necessary skills and knowledge to perform their duties in an environmentally responsible manner.

We will implement a regular programme of environmental training that will cover the following topics:

- Legal and regulatory requirements for environmental protection and compliance
- Environmental aspects and impacts of our construction activities and how to prevent or reduce them.
- Environmental best practices and standards for construction management
- Environmental emergency preparedness and response
- Environmental monitoring and reporting

We will also provide our employees with relevant information and guidance on environmental issues, such as:

- Environmental policies, objectives, and targets of our company and our clients
- Environmental performance indicators and improvement plans
- Environmental audits and inspections results and corrective actions
- Environmental awareness campaigns and initiatives.

We will ensure that our employees have access to suitable implements, such as tools, equipment, and protective gear, that will enable them to carry out their tasks safely and efficiently, while minimizing the environmental impact of their work.

We will evaluate the effectiveness of our environmental training and information programme by conducting periodic assessments, surveys, and feedback sessions. We will use the results to identify gaps, needs, and opportunities for improvement. We will also review and update our programme as necessary to reflect changes in legislation, technology, or industry standards.

This policy applies to all our employees who are engaged in construction activities, as well as any subcontractors or consultants who work on our behalf. Should we have need to engage a sub consultant or consultant direct through ourselves, their terms of appointment would reflect those of our own appointment, including adhering to our in-house office management procedures & all office policies. Adherence to these requirements would be regularly monitored throughout their appointment.

We expect everyone to comply with this policy and to contribute to our environmental performance improvement.

4.0 Learnings and moving forward.

Our environmental management policy is to ensure that we conduct our architectural activities in a responsible and sustainable manner, minimising the negative impacts on the environment and maximizing the positive ones. We are committed to:

• Complying with all relevant environmental legislation, regulations, and standards, as well as any other requirements that we subscribe to.

• Identifying and assessing the environmental aspects and impacts of our projects, processes, and operations, and implementing appropriate measures to prevent, reduce or mitigate them.

• Setting and reviewing environmental objectives, targets and monitoring our performance against them.

Continually improving our environmental management system, performance and seeking opportunities for innovation and best practice.

• Providing adequate resources, training and awareness to our staff, contractors and suppliers on environmental issues and responsibilities.

• Communicating our environmental policy, performance and achievements to our stakeholders, clients, and the public, and soliciting their feedback and suggestions for improvement.

• Reviewing our environmental policy and procedures on an annual basis, or more frequently if required by changes in legislation, technology, or business context.

This policy is reviewed annually by the senior management team, or more frequently if required by changes in legislation, regulations, or business activities. Any revisions or updates will be communicated to all our stakeholders accordingly.

Signed  John Rees-Jones (Director) Date 08/10/2026

Signed  Andrew Lea Watkins (Director) Date 08/10/2026