

ENVIRONMENTAL POLICY

Organisation: Test TS Business

Membership No: UKRBA-2026-0003

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1. Introduction

Test TS Business is committed to managing its environmental responsibilities in a manner that reflects our values as a professional services provider operating within the United Kingdom. This Environmental Policy sets out our approach to identifying, measuring, and reducing the environmental impacts arising from our operations.

As a professional services organisation, our direct environmental footprint differs from manufacturing or production based industries. Our most significant environmental impacts arise from office operations, employee commuting and travel, energy consumption, waste management, and procurement decisions. This policy recognises these realities and establishes a practical framework through which we can operate in an environmentally responsible manner.

Our Environmental Policy applies to all operations, employees, contractors, and third parties acting on behalf of Test TS Business. The policy is designed to be proportionate to our size and sector, whilst demonstrating our commitment to environmental stewardship and continuous improvement.

This policy has been formally approved by senior management and will be reviewed annually to ensure its continued relevance and effectiveness. We recognise that environmental

responsibility is integral to our long term business sustainability and reputation within the professional services sector.

2. Environmental Impact

Test TS Business acknowledges that our operations generate environmental impacts across several key areas. Understanding these impacts is essential to developing meaningful interventions and establishing baseline data against which we can measure progress.

2.1 Office Based Operations

As a professional services provider, our primary operations are conducted from office premises. Our office buildings consume energy for heating, cooling, lighting, and powering IT equipment and facilities. We recognise that energy consumption represents our most significant direct environmental impact in terms of carbon emissions and resource use. This includes electricity consumption from grid supplies and, where applicable, heating fuel or other energy sources required to maintain suitable working conditions for our staff.

2.2 Employee Commuting and Business Travel

Our employees commute to office locations using various transport modes including private vehicles, public transport, cycling, and walking. Business travel is undertaken to serve client needs, attend professional development events, and maintain stakeholder relationships. Both commuting and business travel generate greenhouse gas emissions and contribute to local air quality impacts. We recognise that reducing unnecessary travel and encouraging lower carbon transport modes presents significant opportunity for environmental improvement.

2.3 Waste Management

Office based operations generate waste streams including paper, cardboard, plastics, and general waste materials. Whilst our sector does not typically generate hazardous or specialist waste, we acknowledge that waste management practices can either support resource efficiency or contribute unnecessarily to landfill impacts. Appropriate waste segregation, recycling, and disposal practices are therefore important to our environmental performance.

2.4 Water Consumption

Office facilities require water for restroom facilities, cleaning, and kitchen use. Whilst water consumption in professional services is typically lower than in manufacturing or hospitality sectors, we recognise opportunities to identify leaks, install water efficient fixtures, and promote behavioural change amongst staff to reduce unnecessary consumption.

2.5 Procurement and Supply Chain

Our procurement decisions relating to office supplies, IT equipment, services, and contractors influence environmental impacts within our supply chain. Supplier selection, product durability, packaging, and end of life considerations all present opportunities to minimise our extended environmental footprint. We acknowledge that our purchasing decisions have environmental consequences that extend beyond our direct operations.

2.6 Digital Infrastructure

Our reliance on digital systems, cloud services, and IT infrastructure creates environmental impacts through energy consumption associated with data storage, processing, and telecommunications. These impacts are often less visible than traditional office operations but represent a material component of our overall environmental footprint.

3. Commitments

Test TS Business commits to the following environmental objectives and principles:

3.1 Energy Management and Carbon Reduction

We commit to:

(a) Implementing energy efficiency measures within our office facilities, including review of heating and cooling systems, installation of energy efficient lighting, and optimisation of IT equipment power management settings.

(b) Monitoring energy consumption through regular meter readings and utility billing analysis to establish baseline data and track progress against reduction targets.

(c) Setting a target to reduce energy consumption by a minimum of 10 per cent over the three year period from 2026 to 2029, measured against a 2026 baseline.

(d) Investigating opportunities to source renewable energy through our energy suppliers or to install on site renewable generation where economically and technically feasible.

(e) Communicating energy efficiency expectations to all staff through workplace signage, induction training, and regular communications.

3.2 Commuting and Business Travel Reduction

We commit to:

(a) Promoting sustainable commuting options through provision of cycle parking facilities, shower facilities where available, and public transport information to employees.

(b) Supporting flexible working arrangements that reduce the frequency of office based commuting where operationally viable.

(c) Prioritising virtual meetings and digital communications where these effectively substitute for physical travel, particularly for national and international meetings.

(d) Implementing a business travel policy that encourages consideration of transport mode, with preference given to rail travel over short haul flights where journey times are comparable.

(e) Tracking business mileage and establishing a baseline understanding of travel patterns to inform future reduction strategies.

(f) Setting a target to reduce discretionary business travel by 15 per cent from 2026 to 2029, excluding travel that is essential to service delivery.

3.3 Waste Reduction and Recycling

We commit to:

(a) Establishing a waste segregation system within our office facilities that clearly identifies separate collection streams for paper, cardboard, plastics, and general waste.

(b) Implementing a policy to reduce paper consumption through promotion of digital document handling and double sided printing as a default setting on all office printers.

(c) Setting a target to achieve a minimum recycling rate of 80 per cent of office waste by 2028, measured by weight.

(d) Reviewing contracts with waste management service providers to ensure that waste is directed to appropriate processing routes including recycling and composting facilities rather than landfill.

(e) Conducting an annual audit of waste streams to identify opportunities for further reduction and improved segregation.

3.4 Water Efficiency

We commit to:

(a) Conducting an initial audit of water consuming fixtures within our office facilities to identify opportunities for installation of water efficient taps, toilets, and other fittings.

(b) Installing water saving devices where cost effective and technically appropriate, targeting a 15 per cent reduction in water consumption by 2028.

(c) Training staff on water conservation practices and promoting awareness of the importance of water efficiency.

(d) Monitoring water consumption through utility billing and investigating any unusual consumption patterns that may indicate leaks or mechanical failures.

3.5 Sustainable Procurement

We commit to:

(a) Incorporating environmental considerations into our procurement decisions and supplier selection criteria where practicable.

(b) Prioritising suppliers who can demonstrate commitment to environmental responsibility through certified standards, industry accreditation, or clear environmental management practices.

(c) Specifying preference for products with recognised environmental certifications, recyclable or recycled content, and minimal packaging where these options are available at comparable cost.

(d) Reviewing contracts for major service providers to ensure alignment with our environmental values and expectations.

(e) Building supplier relationships that encourage continuous environmental improvement within our supply chain.

3.6 Governance and Responsibility

We commit to:

(a) Designating a member of the management team as Environmental Coordinator, responsible for implementing this policy, monitoring progress, and reporting regularly to senior management.

(b) Allocating appropriate resources to support environmental initiatives, including staff time and funding for capital investments in energy efficiency and waste management improvements.

(c) Including environmental performance within staff appraisals and performance management processes where appropriate.

(d) Communicating environmental commitments to all employees and creating a workplace culture that values and supports environmental responsibility.

(e) Ensuring that contractors and third parties engaged by Test TS Business operate in compliance with this policy and applicable environmental legislation.

3.7 Legal Compliance

We commit to:

(a) Complying with all applicable UK environmental legislation including the Environmental Protection Act 1990, Environmental Permitting Regulations, Waste and Contaminated Land Regulations, and any other relevant statutory requirements.

(b) Maintaining appropriate records and documentation to demonstrate compliance with environmental legislation.

(c) Promptly addressing any identified non compliance and implementing corrective measures.

(d) Monitoring changes to environmental legislation and updating our practices to maintain compliance as regulations evolve.

3.8 Transparency and Reporting

We commit to:

(a) Reporting annually on progress against the environmental targets and commitments set out in this policy.

(b) Making our environmental performance information available to employees and, where appropriate, to clients and other stakeholders.

(c) Acknowledging where targets have not been met and explaining the reasons for underperformance.

(d) Identifying learning points and adjusting our approach where initial strategies have proved ineffective.

4. Monitoring and Review

4.1 Performance Measurement

Test TS Business will establish baseline data for the following environmental metrics in 2026:

(a) Total annual energy consumption measured in kilowatt hours and converted to carbon emissions using appropriate conversion factors.

(b) Water consumption measured in cubic metres.

(c) Waste generation measured by weight, with separate tracking of recycled waste and residual waste.

(d) Business mileage and mode of transport for business travel.

These metrics will be monitored on a quarterly basis to enable early identification of trends and anomalies. Progress will be formally reviewed on an annual basis in preparation for the policy review process.

4.2 Annual Review Process

This Environmental Policy will be reviewed annually in July, commencing in July 2027. The review process will include:

(a) Evaluation of progress against all environmental targets and commitments.

(b) Assessment of whether targets remain appropriate or should be adjusted based on operational changes or emerging environmental priorities.

(c) Consideration of any new environmental risks or opportunities that have emerged during the review period.

(d) Feedback from employees regarding the effectiveness of environmental initiatives and suggestions for improvement.

(e) Comparison of our environmental performance against industry benchmarks or best practice where data is available.

(f) Identification of any changes to environmental legislation that may require updates to our practices.

4.3 Policy Updates

Where the annual review identifies necessary updates or improvements to this policy, revisions will be formally approved by senior management before implementation. Minor clarifications may be made during the year as needed, but substantial changes will be reserved for the formal annual review process.

4.4 Continuous Improvement

Test TS Business recognises that environmental responsibility is an ongoing commitment rather than a destination. We commit to regularly identifying opportunities for environmental improvement, engaging with our staff and supply chain partners to develop enhanced practices, and adapting our approach in response to new technologies, changing business circumstances, and evolving environmental priorities.

This Environmental Policy reflects our current understanding and commitment. We expect to strengthen and develop our environmental practices as our business matures and as broader environmental challenges become increasingly urgent. We welcome feedback and suggestions from all stakeholders to support continuous improvement in our environmental performance.

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