



Sustainability and Environmental Policy

1.- TDM – commitment to sustainable development

"TDM are committed to sustainable development and it is at the core of our business. We understand the pivotal position business and learning organisations have in supporting agendas for sustainable development to allow future generations prosper and our responsibility to protect and manage resources to enable them to do so. We have a duty of care to those persons less fortunate than ourselves and we should not allow our actions to cause detriment to others, either directly or indirectly by reckless procurement and poorly conceived business strategies."

2.- TDM's sustainable development aim

"To promote sustainable development in all aspects of TDM's business and become an exemplar organisation in the way we are committed to the sustainable growth of both the TDM team and our clients' businesses, looking at sustainability in a holistic way that embraces economic, environmental and social aspects of sustainability."

In producing this document, we are bringing together key themes from our existing business activities, committing to further improvement existing practices.

3.- TDM's Objectives

TDM's objectives on sustainable development are

- 3.1. To ensure our growth plans take into consideration sustainability and environmental considerations.
- 3.2. To ensure the company fulfil the objectives contained in our environmental policy (**See Appendix 1**)

4. TDM Team Training

- 4.1. All key members of the TDM team to keep updated on sustainability issues at least once on an annual basis. Thus, ensuring we keep motivated and up to date and can influence policy and strategy.
- 4.2. All the TDM team to receive a minimum of one in house training sessions a year from sustainability champion or recently trained key member.
- 4.3. All the TDM team will be encouraged to research sustainability issues and to create reflective views to embed into our training delivery, blogs and/or TDM newsletter from time to time. Ensuring knowledge is stored, reflected upon and shared with the larger community.
- 4.4. The TDM team hold regular team meetings with the aim of keeping good communication amongst everybody. If there were any sustainability proposals or suggestions, they will be discussed in these meetings. Thus, ensuring good practice. TDM also hold special annual Team Meeting (AGM) in which we learn, discuss and reflect about our vision and mission in all areas contained in our policies and procedures.

5. Monitoring, Reporting and Feedback

5.1. These objectives will be re-assessed each year to ensure we are keeping with current legislation and are on target to meet our objectives.

5.2. TDM will include action planning on issues pertaining to sustainability via the quality improvement plan. The quality improvement plan is reviewed on a quarterly basis by the leadership team and at the board of governors quarterly meeting.

The leadership team hold an annual review day where focussed aims are reviewed and agreed for all business themes including sustainability and environmental policy.

5.4. The policy will be redrawn by our Sustainability Champions, discussed at the AGM and ratified by our Managing Director before being circulated to staff. **(See Appendix 2 for Sustainability Organisational Chart)**

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Appendix 1

Environmental Policy

The Directors of The Development Manager Ltd recognise the social and economic importance of protecting the environment.

To support the stated commitment, it is management policy to integrate environmental considerations into the business decision making process.

In order to maintain and sustain our Environmental Policy, it is necessary that every reasonably practicable means be used to:

- Comply with applicable legal requirements and with other requirements to which we subscribe which relate to our environmental aspects.
- Achieve good environmental standards in all activities including the reduction, reuse, recycling and disposal of waste.
- Measure the business operations to ensure the prevention of pollution and the continual improvement of environmental performance targets.
- Make economic use of energy, water and other materials to minimise waste in all aspects of the business function.
- Assess regularly the environmental impact resulting from business operations and to remain fully informed of recognized best practices.
- Communicate this policy to all interested parties including our customers, suppliers and employees.

The Operations Director has the overall and final responsibility for the Environmental Policy and is responsible for the co-ordination, implementation and monitoring of the policy throughout the Company.

Management throughout the organisation are responsible for the communication of the policy and promoting active participation at all levels, whilst ensuring that activities under their control conform to the legal requirements and that good environmental standards are achieved and maintained.

Employees have the responsibility to actively support the company to ensure the effective implementation and maintenance of the policy.

Environmental Objectives

Aspect	Objectives	Metrics	Targets
Waste Management issues, disposal, release to land, discharge, use of substances hazardous to health	As a minimum comply with applicable legal requirements and with other requirements to which we subscribe which relate to our environmental requirements.	<ol style="list-style-type: none"> 1. Zero non-compliance with legal requirements 2. Level of compliance with official guidance 3. Licensing authority feedback 4. Documented environmental risks 	<ol style="list-style-type: none"> 1. Maintain legal compliance 2. Zero environmental incidents 3. Work to official guidance 4. Identify any significant environmental risks and control them with best practice. 5. Waste disposal certificates are kept and available for audits 6. Staff training (WEE, Paper use and document disposal)
Use of paper and office supplies	Reduce use of paper and purchase office supplies in line with environmental guidelines. Dispose of documentation in a safe way.	<ol style="list-style-type: none"> 1. Waste disposal certificate 2. Preferred supplier list- Find suppliers that are environmentally aware 3. Internal audit findings 	<ol style="list-style-type: none"> 1. Trusted suppliers that are in line with environmental objectives 2. Ensure robust online system for documentation to reduce use of paper.
Use of energy and water	Reduce energy, fuel, and water use	<ol style="list-style-type: none"> 1. Energy bills (if applicable) 2. Water bills (if applicable) 3. Fuel use/mileage 4. Internal audit findings 	<ol style="list-style-type: none"> 1. Monitor gas, electricity, water and fuel use (where applicable) 2. Conduct in house fuel use awareness 3. Maintain good level of environmental awareness 4. Develop and maintain equipment maintenance schedule including checking for leaks (if applicable) 5. Provide home working kit so staff do not have to travel unnecessarily 6. Provide hot desking in offices

Appendix 2

Sustainability Organisational Chart

