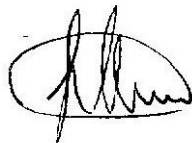


Time2Train Ltd

Sustainability Policy

Signed:



Director: John Young

Date: 20/09/2023

Next review Date: 20/09/2024

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PURPOSE

Our Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.
- To review this policy annually and to continually strive to improve our sustainability performance.

PRACTICAL STEPS

In order to put these principles into practice we will:

Travel and meetings

- Walk, cycle and/or use public transport to attend meetings, employers premises etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.
- Share transport if/when possible.
- Where the only practical alternative is to use the train, we will include costs for full rail fares rather than budget, in our financial proposals and appropriate offsets.
- Avoid physically travelling to meetings etc where alternatives are available and practical, such as using Skype, Facetime, Webex, video conferencing or web cams, and ensure efficient timing of meetings to avoid multiple trips.
- Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc, and promote the use of public transport by locating our offices in accessible locations.

Purchase of equipment and consumption of resources

- Minimise our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste.
- Issue documents electronically wherever possible.

INSPIRE, PROVIDE AND SUPPORT ACHIEVEMENT

- As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
- Whenever possible purchase electricity from a supplier committed to renewable energy. Seek to maximise the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes.
- Purchase fair-trade and/or organic beverages.
- Ensure that timber furniture and any other timber products are recycled or are from well managed, sustainable sources.

Working practices and advice to clients

- Ensure that any associates that we employ take account of sustainability issues in their advice to clients.
- Include a copy of our Sustainability Policy in all our proposals to clients.

MONITORING AND REPORTING

Our Sustainability Policy will be monitored annually and reviewed (September of every year) by the Director of the company.