

## Sustainability Policy

### Scope

This policy outlines ODGroup's (including ODProjects (Holdings), ODCreate & ODInteriors) commitment to follow and promote good sustainability practices to reduce the environmental impact of all our activities and to help our clients and supply chain to do the same.

### Objectives

Whilst our clients expect the best service we can provide, we must ensure that this can be achieved in a manner that reduces the use of natural resources, optimises energy efficient products and technologies and foster innovations and creative solutions that add value for our clients, communities and our planet. This is achieved by:

- Communicating with our employees so they are fully aware of our commitment
- Regularly updating our company aspects and impacts register
- Reducing office materials by encouraging staff to print double sided and to share office stationery
- Introducing secure print at head office to reduce the amount of unwanted printing
- Engaging with our supply chain to ensure local recycling schemes are implemented and materials are FSC/PEFC certified products
- Using water wisely through plumbed in systems
- Using energy saving bulbs and movement sensor lighting
- Encouraging the use of greener alternatives to commute to work
- Using conferencing technology to reduce the amount of travelling to meetings
- Using locally sourced suppliers to reduce our carbon footprint
- Reducing the energy consumption of office equipment by purchasing energy efficient equipment

### Arrangements

ODGroup aims to achieve the above through our Business Management System that has been certified to ISO 14001:2015 standard. We will reach these aims by:

- Identifying, managing and communicating aspects in order to reduce the impact of our activities
- Promoting sustainable initiatives
- Ensuring our employees have the correct skills and knowledge to minimise damage to the environment
- Setting yearly targets to drive continual improvement
- Developing an effective sustainability culture

### Responsibilities

- It is the responsibility of the Managing Director to review, approve and achieve this policy's aims
- It is the responsibility of Senior Management to ensure our objectives are achieved
- It is the responsibility of the Quality and Systems Manager to ensure the processes needed for the Business Management System are established, implemented, maintained and reviewed as well as report, on the performance and any improvements needed
- It is the responsibility of all Managers to implement and enforce the processes and procedures defined in the Management System
- It is the responsibility of all employees to comply with this policy and company procedures



Jon Kearney  
Managing Director

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