

## 4.2 ENVIRONMENTAL POLICY

Race Cottam Associates are committed to integrating sustainability both in our architectural design solutions and within our office. As architects and designers, we are particularly aware of the environmental impact of new buildings and of alterations to existing buildings, and we believe that each individual is responsible for our environment.

Race Cottam Associates are committed to the operation of a formal Environmental Management System consistent with BS EN ISO 14001 and have defined the objectives of this system to be relevant to our office operations and services we provide to our clients.

### **Race Cottam Associates Operations**

We are committed to setting an example to our suppliers and clients of the integration of environmental and sustainable practises in our day-to-day operations. To do this Race Cottam Associates will:

- Measure and understand the impacts of our operations in terms of energy use, and take action to manage and reduce this by employing energy efficient practices in the office;
- Minimise office waste and recycle as much as possible of what is produced;
- Reduce paper consumption through considering the need to print, maximising the use of electronic technical indexes and design guides, encouraging the use of intranet sites and electronic issuing of drawings, and making use of electronic archiving;
- Limit the necessity for travel to clients' sites or offices for meetings, but when this is necessary encourage travel by public transport, car sharing or coordinating multiple visits; and encourage staff living locally to walk and cycle to work, and those living further away to car share.

### **Race Cottam Associates Services**

Race Cottam Associates commit to continued development of our environmental management system to formally integrate our work with our partners and clients to stimulate interest in and champion adoption of sound environmental practices that can help mitigate the impacts of buildings on the environment.

Race Cottam Associates commit to regularly reviewing this environmental policy and the management system supporting it, to ensure legal compliance, pollution prevention and continual improvement in line with this policy, such that our objectives and associated targets are achieved. The policy shall be communicated to all employees and those working on behalf of our organisation to ensure all are aware of and participate in the achievement of our environmental commitments.

### **DAVID COTTAM - Director**

Race Cottam Associates Limited  
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