
CORPORATE AND SOCIAL RESPONSIBILITY

OUR COMMITMENT

As a national environmental consultancy, we are in a privileged situation as our daily work helps us to further sustainability by creating special places for people, business and wildlife. We strive to be the best in our field and to lead by example.

Our corporate social responsibility commitment considers people, the environment and the future and is supported by TEP's policies on environmental performance, employee volunteering, equality and respect, carbon neutrality and our sustainable supplier charter.

Volunteering

Our volunteering policy enables members of staff to spend a day per year volunteering during company time in a local project which benefits local charities and good causes connected with community, health and sport, education, arts and culture or the environment. Our primary aim is to provide sustainable support through establishing long lasting relationships with Community Partners.

We also provide an annual budget for our volunteers to assist their chosen charities with expenses materials and equipment used during the volunteering.

Our performance on volunteering is based on our target for achieving 100% staff participation in projects each year.

Pro Bono Work

In addition to volunteering, TEP gives skill and expertise freely to some projects and activities. Examples include professional advice to charities, supporting schemes which require assessments (such as Green Flag Award) and contributing to higher education teaching and review of courses accredited by professional institutes. We also work at discounted rates for small local charities.

Our performance on pro bono work is based on our target of providing 3 weeks (112.5 hrs) per annum.

Carbon Neutrality

We have an environmental policy in accordance with EN ISO 14001:2015. Beyond this, we aim to raise the bar in respect of our own environmental performance. In 2010, we were the first UK environmental consultancy to become fully carbon neutral (to BS PAS2060).

We have a carbon management plan and drive down our carbon footprint through:

- active car sharing programmes;
- fuel-efficient pool cars;
- arranging for staff's car tyres to be checked and inflated correctly;
- low carbon travel loans;
- a 'cycle to work' scheme offering staff access to bicycles at reduced rates;
- control over printing and paper use;
- seeking to control our electricity use in our offices.

We offset all our unavoidable carbon emissions by supporting schemes which provide not only carbon credits, but also enhance health, alleviate poverty and/or create jobs in developing countries. In 2016, we supported the UN-endorsed Darfur Low Smoke Oven project which improves domestic air quality and reduces accidents and burns in Sudan, a country still very dependent on fuelwood for cooking.

Our performance on carbon neutrality is measured against our target of maintaining our externally-audited PAS2060 accreditation.

Giving to Good Causes

As well as the budgets for volunteering, carbon neutrality, learning support and pro-bono work, TEP is committed to make charitable donations each year. Our company donations are focussed on three priorities:

- Community projects local to our offices (for example foodbanks, Salvation Army)
- Environmental charities (for example Manchester City of Trees)
- Charities committed to tackling disease and illness (for example Sightsavers)

From time to time our staff, our clients and associates approach us for donations and sponsorships in relation to other good causes, so we keep a budget for such ad-hoc donations.

TEP's donations are, where possible, made to UK registered charities. In some cases, donations can be made to unregistered charities or other good cause organisations, where there is clear evidence that the good cause organisation is meeting the charitable priorities identified above.

For TEP's 20th anniversary year (March 2017 to February 2018), we have set a target of £20,000 raised for charities chosen by the staff, to include company donations and staff fundraising (see below). This target includes a commitment from the company to donate at least £3,750. Beyond this the company will match staff fundraising efforts up to a maximum company donation of £11,250. For example, if staff raise £6,000, TEP will match that with £6,000 of company donations. The matching commitment is envisaged to be up to £7,500 match funding to our national charity and up to £750 for each regional charity.

Following the conclusion of TEP's 20th anniversary celebration, the directors will review the success of the charitable activity and will set a target for annual company donations and the extent to which the company will match staff's fundraising.

Fund Raising

We encourage and support members of staff who wish to fund-raise for charities and good causes. This may be undertaken by individuals or groups and can involve a wide range of activities. As noted above for TEP's 20th anniversary, the directors will match staff's own fundraising efforts.

Providing Opportunities for Young People

In addition to our recruitment of employees, we provide training and learning opportunities to young people. This includes school work experience, study placements, paid work experience, sandwich-year studentships and apprenticeships.

By building close working arrangements with local high schools, colleges for further and higher education, and universities TEP can offer continuing year on year support to these institutions, dependent on work load and managerial capacity within the business.

Our performance on providing opportunities for young people has a target of providing at least 4 people with work experience each year.

Sustainable Behaviour

We aim to support our clients to meet their obligations for corporate and social responsibility through the way we operate our business and the way we provide advice. TEP has an ethos of continual learning, raising the understanding of sustainability and corporate responsibility both within the company and outside it when undertaking commissions.

Equality and respect is core to the way we run our business. Our Investors In People Gold standard reflects the fact that all staff played a part in shaping our Business Plan in a democratic and transparent process. ACAS commended our Equality and Respect policy. Our confidential workplace survey showed that 99% of staff felt equality was highly valued and promoted in the organisation.

Local Benefits

Where feasible, we try to place contracts with local businesses and social enterprises. Our offices at Gateshead, Market Harborough and London are rented from the local authority, an SME and a local individual respectively.

CSR Team

We have a CSR team comprised of employees and associate directors who monitor and report on the implementation of our volunteering policy and our charitable donations.

As we develop our CSR policy in 2017 and 2018, our CSR team will work with the directors to set targets for volunteering and donations, and will report on our performance against these figures.

Date of Next Review: January 2019



Person with overall responsibility	Francis Hesketh, Director
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Rev	Date	Description of Amendment	Authorised by
00	January 2015	Original Issue	Francis Hesketh
01	June 2015	Update header & footer	Graeme Atherton
02	December 2015	Revise following introduction of volunteering policy and CSR team	Francis Hesketh
03	March 2017	Inclusion of targets and the reporting of performance	Phil Moseley
04	May 2017	Updated schedule for review to align with TEP wide policy review.	Phil Moseley
05	January 2018	Update to ISO accreditation	Phil Moseley