

## **Environmental Policy**

### **About TRO**

We are an experiential marketing and events agency, passionate about creating brand experiences and events that help deliver real results for clients.

These are just some of the areas we work in;

- Experiential
- Design & build
- Video production
- Conferences
- Brand activation
- Sponsorship activation
- Road shows
- Internal communication
- Field marketing
- Exhibitions
- Product launches
- Press amplification

We love ideas. They stimulate our imagination, surprise and excite us. They're why we come to work every day. But truly great ideas do more than stimulate us - they fulfil our clients' business objectives.

Our ideas have earned us an enviable client base, regular top 5 appearance in league tables and over 30 awards in the past 3 years. But more than that, our ideas get to the right people at the right time in the right places to make a real difference for our clients.

### **Our environmental objectives**

In understanding our environmental aspects and their impact on the environment we have embarked on a policy of sustainable development that will meet the needs of TRO while not compromising the ability of future generations to meet theirs.

We aim to achieve this through working with our clients and suppliers in a sustainable manner by complying with applicable legislation, preventing pollution, reducing waste and continually improving our environmental performance.

Our key environmental objectives are to;

- Reduce our carbon emissions
- Reduce our consumption of natural resources
- Increase our recycling and reduce our waste

To support our objectives and to continue to deliver real environmental improvements we have established a number of specific environmental performance targets and are actively working towards achieving them.

These include;

- Reducing carbon emissions from Company vehicles
- Reducing carbon emissions from Company buildings
- Reducing our consumption of water, gas and electricity
- Using sustainable event management planning techniques
- Increasing the use of reusable / recyclable event materials
- Increasing our recycling of general office waste

#### Environmental Policy & EMS Overview

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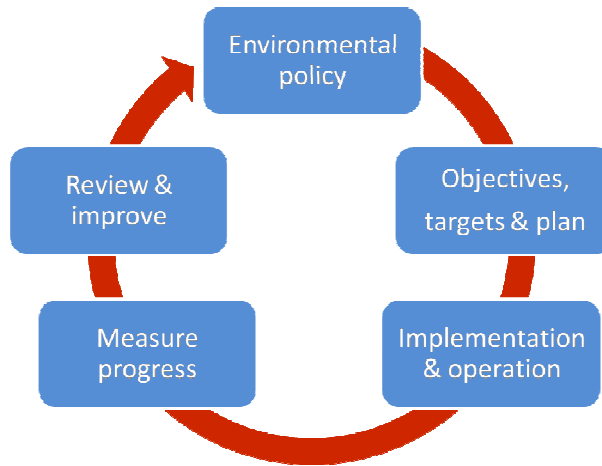
Document Owner  
Keith O'Loughlin

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**Our environmental management system**

This document forms a small part of our overall management system which has been developed to comply with the requirements of ISO 14001 environmental management system standard and BS 8901 sustainable management systems for events.

The principles of our management system are built upon the ‘Plan–Do–Check–Act’ model, which is fundamental to ISO 14001.



The scope of our environmental management system currently includes all activities at our head office location in London and Wymondham.

Based on our current activities we have developed our environmental processes to ensure we maintain compliance to relevant legislation and improve our environmental performance. These processes are outlined in the table below;

Processes & procedures	Wymondham Penfold Road Gateway 11 Business Park Wymondham NR18 0WZ	London Holland House 6 Church Street Isleworth Middlesex TW7 6XB	Norwich Burton Road Business Park Burton Road Norwich NR6 6AS	Stockport Levens Road Newby Road Hazel Grove Manchester SK7 5DA
ENV-000 Environmental policy & EMS overview	✓	✓	✓	✓
ENV-001 Environmental aspects & impacts	✓	✓	✓	✓
ENV-002 EMS document control	✓	✓	✓	✓
ENV-003 Legal & other requirements	✓	✓	✓	✓
ENV-004 Environmental audits	✓	✓	✓	✓
ENV-005 I.T waste management	✓	✓	✓	✓
ENV-006 Facilities waste management	✓	✓	✓	✓
ENV-007 Emergency preparedness & response	✓	✓	✓	✓
ENV-008 Management review	✓	✓	✓	✓
ENV-009 Control of records	✓	✓	✓	✓
ENV-010 Liquid Spillage Procedure	✓	✓	✓	✓
ENV-011 Environmental Procedures for Site Contractors	✓	✓	✓	✓
ENV-012 Environmental Procurement Policy	✓	✓	✓	✓

Signed Keith O’Loughlin  
Managing Director

