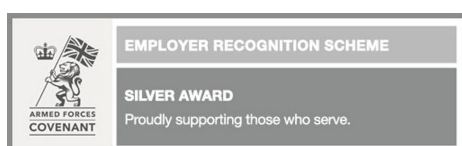




MADE TO MEASURE MENTORING LTD
ENVIRONMENTAL AND SUSTAINABILITY POLICY

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1. INTRODUCTION

1.1. Made to Measure Mentoring Limited (M2M2®) is a company registered in England and Wales (Number: 10653662). This policy has been written to establish the principles, procedures and working practice with regard to sustainability and the environment..

2. CONTACTS

Name	Role		Telephone
Sibbald, Duncan (DS)	Sustainability Officer	duncansibbald@m2m2.co.uk	07776 092 806
Robinson, Tony (TR)	Managing Director (Commercial)	tonyrobinson@m2m2.co.uk	07495 006485

3. POLICY SCOPE

- 3.1. This Environmental and Sustainability Policy sets out how Made to Measure Mentoring Limited (“M2M2”, “we”, “our”, “us”, “the Company”) handles our responsibility to the environment.
- 3.2. This Environmental and Sustainability Policy applies to all Company Personnel (“you”, “your”). You must read, understand and comply with this Environmental and Sustainability Policy when carrying out work on our behalf and attend training on its requirements if asked.
- 3.3. This Environmental and Sustainability Policy sets out what we expect from you for the Company to comply with applicable law. Your compliance with this Environmental and Sustainability policy is mandatory and, furthermore, any breach of this Environmental and Sustainability policy may result in disciplinary action.

4. PURPOSE OF THIS POLICY

4.1. Made to Measure Mentoring Limited (M2M2) recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same.

5. ENVIRONMENTAL AND SUSTAINABILITY POLICY AIMS

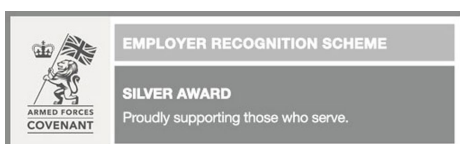
5.1. We will endeavour to:

- 5.1.1. Comply with and exceed all relevant regulatory requirements
- 5.1.2. Continually improve and monitor environmental performance
- 5.1.3. Continually improve and reduce environmental impacts
- 5.1.4. Incorporate environmental factors into business decisions
- 5.1.5. Increase employee awareness and training.

6. PAPER

6.1. We will endeavour to:

- 6.1.1. Minimise the use of paper in the office
- 6.1.2. Reduce packaging as much as possible
- 6.1.3. Seek to buy recycled and recyclable paper products
- 6.1.4. Reuse and recycle all paper where possible.



7. ENERGY AND WATER

7.1. We will endeavour to:

- 7.1.1. Seek to reduce the amount of energy used as much as possible
- 7.1.2. Turn off lights and electrical equipment when not in use
- 7.1.3. Adjust heating with energy consumption in mind
- 7.1.4. Take into account the energy consumption and efficiency of new products when purchasing.

8. OFFICE SUPPLIES

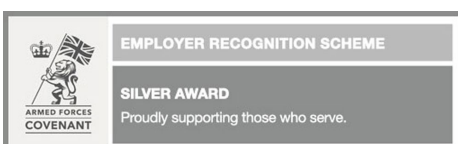
8.1. We will endeavour to:

- 8.1.1. Evaluate if the need can be met in another way
- 8.1.2. Evaluate if renting/sharing is an option before purchasing equipment
- 8.1.3. Evaluate the environmental impact of any new products we intend to purchase
- 8.1.4. Favour more environmentally friendly and efficient products wherever possible
- 8.1.5. Reuse and recycle everything we are able to.

9. TRANSPORTATION

9.1. We will endeavour to:

- 9.1.1. Reduce the need to travel, restricting to necessity trips only
- 9.1.2. Promote the use of travel alternatives such as e-mail or video/phone conferencing
- 9.1.3. Make additional efforts to accommodate the needs of those using public transport or bicycles
- 9.1.4. Favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency.



10. MAINTENANCE AND CLEANING

10.1. We will endeavour to:

- 10.1.1. Make sure cleaning materials used will be as environmentally friendly as possible
- 10.1.2. Ensure materials used in office refurbishment will be as environmentally friendly as possible
- 10.1.3. Only use licensed and appropriate organisations to dispose of waste.

11. MONITORING AND IMPROVEMENT

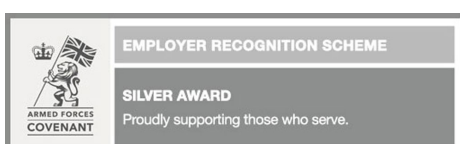
11.1. We will endeavour to:

- 11.1.1. Comply with and exceed all relevant regulatory requirements
- 11.1.2. Continually improve and monitor environmental performance
- 11.1.3. Continually improve and reduce environmental impacts
- 11.1.4. Incorporate environmental factors into business decisions
- 11.1.5. Increase employee awareness through training
- 11.1.6. Review this policy and any related business issues at our monthly management meetings.

12. CULTURE:

12.1. We will endeavour to:

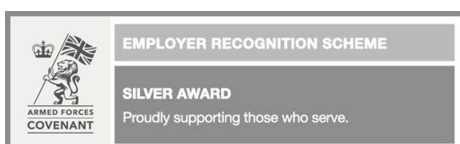
- 12.1.1. Involve staff in the implementation of this policy, for greater commitment and improved performance
- 12.1.2. Update this policy at least once annually in consultation with staff and other stakeholders where necessary




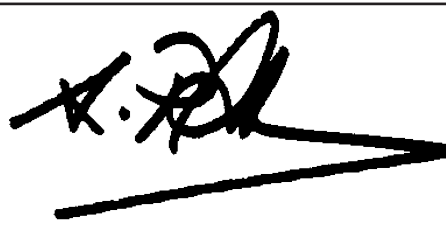


- 12.1.3. Provide staff with relevant environmental training
- 12.1.4. Work with suppliers, contractors and sub-contractors to improve their environmental performance
- 12.1.5. Use local labour and materials where available to reduce CO2 and help the community.

13. POLICY

- 13.1. All queries on this policy should be submitted to either the Sustainability Officer or the Managing Director (Commercial).
- 13.2. The Company reserves the right to amend and update this Policy at any time.
- 13.3. This policy is kept under regular review. The latest review date is published on our website at <https://m2m2.co.uk/company-policies>.



14. SIGNATURES

Name	Signed	Role
Miles, Andy (AM)		Director
Robinson, Tony (TR)		Director
Robinson, Peter (PR)		Director
Sibbald, Duncan (DS)		Director