



Oktra, 6 St Cross Street
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Environmental & Energy Policy

As one of UK's leading office design and build companies, Oktra Limited recognises its responsibilities towards protecting the environment.

Through our own business operations, the suppliers we work with, and the office solutions we provide to our clients, we are committed to minimising the environmental and energy impacts of our business operations and maintain the business resilience to environmental risks and impacts. To support this aim we are a certified ISO 14001 company.

We are committed to:

- The fulfillment of compliance obligations and satisfy legal and other requirements regarding energy efficiency, use and consumption, and approved codes of practice.
- Regularly assess and review the environmental impact of our business operations and keep ourselves informed about relevant environmental legislation and industry standards.
- Adopt working practices to monitor and target our environmental impacts and energy performance to enable public reporting of our actions.
- Through active environmental and energy action plan(s) and targets, we continuously seek to improve our environmental and energy performance to reduce and prevent pollution and emissions produced by our business.
- Provide information, instruction, and training to staff as necessary on the environmental impacts of the business activities and on mitigating measures and initiatives to minimise these impacts, encouraging all office and site-based staff to assist with the successful implementation of this policy.
- Promote and where appropriate, actively encourage our clients to adopt environmental and sustainability strategies.
- Work with and encourage similar sustainability standards from our suppliers and contractors, managing business operations to reduce pollution.
- Assist clients to select and use products and services in an environmentally sensitive way.
- Liaise with the local community, stakeholders and key industry bodies to promote good environmental and energy practices and make our policy publicly available.
- Through our Board of Directors, supported by in-house sustainability team, we are committed to the continual improvement of our environmental and energy performance.
- Measure, set targets, and take action to reduce the carbon footprint of our scope 1 and 2 emissions.
- Manage waste generated from our business operations incorporating reduction, re-use and recycling in accordance with the principles of the waste hierarchy.



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- Minimise the consumption and waste of natural resources as far as reasonably and economically practicable.
- Ensure environmental, including climate change, and energy efficiency criteria are taken into account within design activities and the procurement of good and services.

June 2023

A handwritten signature in blue ink, appearing to read "M. Leeper", is written over a horizontal line.

Martin Leeper
COO, Oktra

This policy will be reviewed in June 2024