



## **TNS ENVIRONMENT POLICY INCLUDING LIST OF KEY ENVIRONMENTAL CONTROLS**

### **Introduction**

TNS is a global market insight and information group. As industry thought leaders, our people deliver innovative thinking and excellent service to global organisations and local clients worldwide. We work in partnership with our clients, meeting their needs for high-quality information, analysis and foresight across our network of over 70 countries.

TNS operates in a service sector and as such has limited impact on the environment. 'FTSE 4 Good' considers TNS a 'low impact' organisation.

However, clearly TNS does impact the environment in a number of ways and there are initiatives we can implement to understand, reduce and monitor our environmental impact.

### **Policy Statement**

TNS will: -

- Comply with the requirements of environmental legislation and approved codes of practice
- Assess the environmental impact of current and likely future operations
- Continuously seek to improve environmental performance
- Reduce pollution, emissions and waste
- Reduce the use of all raw materials, energy and supplies
- Raise awareness, encourage participation and train employees in environmental matters
- Expect similar environmental standards from suppliers and contractors
- Assist customers to use products and services in an environmentally sensitive way

### **Objective**

TNS is committed to achieving its business and organisation goals while minimizing the impact its activities have on the environment. To do this three areas seem particularly relevant to the organisation.

- Energy utilisation
- Recycling
- Travel

To support each TNS Company take appropriate steps to minimise their impact on the environment a list of best practices is detailed below. This list is communicated to all the leaders and employees in the organisation.

## Key Controls to Minimise TNS's Impact on the Environment

### 1. Energy Utilisation

Heating and air conditioning	<ul style="list-style-type: none"> <li>• Install effective insulation</li> <li>• Buy and maintain efficient equipment</li> <li>• Set temperature controls set to the lowest/highest level comfortable to minimise energy utilisation</li> <li>• Install automatic doors to minimise loss</li> <li>• Control heat/cold air loss through windows</li> </ul>
Lights	<ul style="list-style-type: none"> <li>• Install automatic switches and sensors to turn off lights when not required</li> <li>• Send and signpost reminders to staff and security to turn off lights when offices empty</li> <li>• Use low energy light bulbs</li> </ul>
Computers, printers and other electronic equipment	<ul style="list-style-type: none"> <li>• Educate users to turn off computers and screens when left idle</li> <li>• Educate users to turn off equipment left on stand-by</li> <li>• Establish automatic shut down for equipment</li> <li>• Use master switches to turn power off</li> </ul>
Purchasing new equipment	<ul style="list-style-type: none"> <li>• Include in the capital expenditure process assessment as to the efficiency of new equipment and technology</li> </ul>
Working with our agents, property consultants and landlords	<ul style="list-style-type: none"> <li>• Include in office lease and rental negotiations a requirement that equipment, infra-structures and services support energy reduction.</li> </ul>
Buying 'Green power'	<ul style="list-style-type: none"> <li>• Consider green power when purchasing energy</li> </ul>

Monitor kWh of Gas and/or kWh of Electricity used

### 2. Recycling

Paper	<ul style="list-style-type: none"> <li>• Have recycling available in all offices</li> <li>• Provide guidelines on how to reduce the number of pages printed</li> <li>• Ensure printers and photocopiers support double sided documents</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Use electronic communication</li> <li>• Use recycled paper</li> </ul>
General Waste	<ul style="list-style-type: none"> <li>• Separate waste suitable for recycling thereby reducing land fill</li> </ul>
Computer equipment	<ul style="list-style-type: none"> <li>• Use specialist companies to recycle/reuse electronic equipment safely</li> </ul>
Other electrical equipment (batteries, mobiles, printers ...)	<ul style="list-style-type: none"> <li>• Use specialist companies to recycle/reuse electronic equipment safely</li> </ul>

Monitor tonne of waste produced and percentage recycled

### 3. Travel

Road	<ul style="list-style-type: none"><li>• Encourage the use of public transport where available</li><li>• Allow working from home where applicable</li><li>• Provide showers and other facilities that encourage walking and cycling</li></ul>
Air	<ul style="list-style-type: none"><li>• Set up telephone and video conferencing facilities in main offices</li><li>• Ensure business travel is justified and is necessary</li></ul>

Monitor air miles flown or, if not available, number of flights taken

#### **Capital Investment**

For TNS, most investments required to bring about an environmental benefit are likely to have a positive financial impact over time. All environmental investments should be included in the capital expenditure approval process submitted with the budget and should be highlighted as environmental.

A 'payback' justification can also be prepared for non capital costs.

Any material investment required to bring about an environment benefit should be reviewed with the environment policy owner to ensure the business case is properly assessed.

#### **TNS Carbon Footprint**

TNS will calculate its estimated carbon foot print using the information collected by a sample of our larger businesses. The calculation will be based on the data collected on each of the three key impact areas (as identified above). The first year that this will be available for will be 2008. Over time more companies will be encouraged to provide this information.

#### **Reporting**

TNS's estimated carbon foot print will be published along with examples of the initiatives various group businesses have taken to reduce their environmental impact. Best practice will be shared and encouraged through out TNS.

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