

Porterhouse Medical Group Environmental Policy

Welcome to the Porterhouse Medical Group (PMG) Environmental Policy.

PMG, as referred to in this document, comprises:

- Porterhouse Medical
- Porterhouse Medical US
- Porterhouse Insights

The pages below outline the environmental and sustainability policies and procedures in place at PMG.*

*Procedures are to be implemented first in the Reading, UK, office with the view to roll out to other offices in due course. In this document, the word 'office' refers to the Reading, UK, office only. Implementation of procedures is subject to the restrictions enforced as part of the ongoing COVID-19 pandemic.

Please note that this is Version 3.0, and the document is to be reviewed and updated biannually as of 2021.

Porterhouse Medical Group

Environmental Policy

Version 3.0
20 January 2021

Revision history

Revision date	Items revised	Next revision date	Author of revisions and job title	Approver of revisions and job title
17 January 2020	Whole document (Version 1.0)	May 2021	Brian Parsons, Joint Managing Director, PMG	Jon Hallows, Joint Managing Director, PMG
29 November 2020	Whole document (Version 2.0) revised in line with Environmental Management System scope	November 2021	Environmental Coordinators, PMG	Jon Hallows, Joint Managing Director, PMG

Mission statement

At PMG we recognise that we have a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact across all areas of the business and making sure the continuous improvement of environmental performance (with regular review points) is an integral part of our business strategy and operating methods in order to tackle climate change. We will encourage customers, suppliers and other stakeholders to do the same.

Responsibility

The Environmental Coordinator(s) and the wider Environmental and Sustainability Committee are responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility to ensure that the aims and objectives of the policy are met.

Policy aims

We endeavour to:

- Comply with and exceed all relevant regulatory requirements and legal obligations
- Continually improve, monitor and communicate our environmental performance in line with our environmental strategy
- Continually improve and reduce our environmental impacts in line with our environmental strategy targets
- Incorporate environmental factors into business decisions
- Increase employee awareness of the environmental policy and provide environmental training
- Review this policy and any related business issues at our Environmental and Sustainability Committee meetings

Investment in renewable energy and reduced consumption of resources

Energy and water

PMG is committed to saving energy and water as much as possible by promoting efficient and reduced use of these resources. Reducing consumption of these resources is good for the environment in terms of reducing the emission of greenhouse gases and good for the company in terms of saving money on energy and water bills.

We will:

- Ensure lights and electrical equipment (computers, printers, scanners, microwave ovens, toasters, coffee vending machines, air conditioners, etc.) are switched off when not in use
- Educate staff regarding adjusting heating/air-conditioning with energy consumption in mind
- Take into account the energy consumption and efficiency of new products when purchasing
- Reduce reliance on fossil fuels by exploring alternative energy suppliers that instead provide renewable energy
- Ensure taps are turned off when not in use, only switch the dishwasher on when it is fully loaded and educate staff on water conservation

Medical communications products and services: Materials

PMG is committed to reducing the greenhouse gas emissions and waste associated with provision of client materials by decreasing the amount of printed client materials and providing more environmentally friendly alternatives, where practicable. This is good for the environment in terms of reducing pollution and deforestation and is also good for the company in terms of promoting our innovation and entrepreneurship in the eyes of our clients.

We will:

- Print full materials (and multiple copies) only when we are sure that the output is correct
- Promote client engagement in considering alternatives to printed materials, such as digital or technology-based outputs
- Encourage employees to only print materials when required and to follow the recommended printing settings, as outlined in the 'Porterhouse Environmental Working Practices + Checklist' document

Pollution prevention

Medical communications products and services: Business travel

PMG is committed to reducing the greenhouse gas emissions produced by business travel through reducing the need to travel and choosing more environmentally friendly options, where practicable. This is good for the environment in terms of reducing pollution and is also good for the company in terms of saving time and money when unnecessary travel is avoided.

We will:

- Consider a hierarchy of meeting options: teleconference, face-to-face meeting with land travel, face-to-face meeting with air travel, and ensure sufficient justification is

given for choosing a face-to-face meeting with air travel over teleconferencing for one-day meetings

- Use 'greener' taxi companies, such as those with electric, hybrid or fuel-efficient cars, and ask about the environmental policy of taxi companies prior to making bookings
- Use airlines that have invested in advanced equipment and engineering to lessen the environmental impact of air travel
- Contribute to carbon offsetting schemes (see 'Carbon Offsetting' document) for all long-haul flights as a minimum and consider offsetting emissions for all air travel
- Choose hotels with ambitious environmental policies and green facilities/technologies such as low-flow toilets / shower heads, rainwater harvesting systems, motion sensor lighting and refillable toiletry provisions

Office culture and employee habits

PMG is committed to reducing the greenhouse gas emissions produced by employees travelling to work by encouraging them to choose more environmentally friendly options, where practicable. This is good for the environment in terms of reducing pollution and the emission of greenhouse gases and is also good for the company in terms of increasing awareness and understanding of environmental responsibility among all employees.

We will:

- Encourage lift sharing and promote the Cycle to Work scheme

Waste management

PMG is committed to reducing the environmental impact of its business waste as much as possible by applying the waste hierarchy of refuse, reduce, reuse, recycle and recover. This is good for the environment in terms of minimising the amount of waste that ends up in landfill and is also good for the company in terms of saving money on excess resources.

We will:

- Establish and maintain a waste monitoring system to increase awareness of the amount and type of waste produced by the business
- Transform existing wasteful habits to promote zero-waste practices and best waste management, for example by reducing the visibility of excess landfill waste bins while increasing the visibility of recycling bins in the office and hence the ease of depositing waste for recycling

Supply chain considerations

PMG is committed to reducing the environmental impact of procurement by investigating 'greener' procurement options and engaging with suppliers to support this. This is good for

the environment in terms of reducing pollution, waste and the emission of greenhouse gases and is also good for the company in terms of increasing the awareness and understanding of PMG's corporate interdependence.

We will:

- Ensure that all staff are aware of PMG's Sustainable Procurement Policy (see 'Sustainable Procurement Policy' document) and all the situations to which it applies
- Properly train and regularly update the Sustainable Procurement Champion (Office Manager) and other staff involved in making decisions on sustainable procurement best practice
- Support fossil fuel divestment, for example by considering the investments of pension schemes

Communication and transparency

Office culture and employee habits

PMG is committed to improving environmental conscientiousness within the office by implementing measures that increase the ease of and promote being more environmentally friendly. This is good for the environment in terms of reducing pollution, waste and the emission of greenhouse gases and is also good for the company in terms of increasing awareness and understanding of environmental responsibility among all employees.

We will:

- Educate employees about working practices (see 'Porterhouse Environmental Working Practices + Checklist' document) and the importance of adhering to them
- Provide environmental training to employees upon induction and annually as part of a Porterhouse Presents session
- Promote engagement through incentive schemes (e.g. Green Awards)

External communications

PMG is committed to communicating our environmental goals and commitments, not just within the business but beyond.

We will:

- Communicate our environmental policy on the PMG website (links will be provided on our social media) and supply contact details for any external queries
- Provide a summary of our annual report on the PMG website to externally communicate our progress (links will be provided on our social media)

Signed on behalf of PMG



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Position

Joint Managing Director
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Date

22 January 2021
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Signed on behalf of PMG



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Joint Managing Director
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Date

22 January 2021
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