



Image 1: Header slide from Porterhouse internal training session.

## 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

### Scope

This Environmental Policy applies to the head office of the PMG agencies in Reading. It covers all activities under the company's control associated with operations and client delivery at the head office: 4, Windsor Square (comprises units 3 and 4), Silver Street, Reading RG1 2TH. the Head Office. The policy outlines our approach to managing our environmental impacts in line with ISO 14001 standards for Environmental Management Systems (EMS).

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## Revision history

Document is to be reviewed and updated annually

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)	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	2021	Environmental Coordinators, PMG	Jon Hallows, Joint Managing Director, PMG
20 January 2021	Finalized for upload to Porterhouse website (Version 2.0)	2021	Environmental Coordinators, PMG	Jon Hallows, Joint Managing Director, PMG
15 July 2021	Reviewed prior to 6-month audit, no changes made (Version 3.0)	2022	Environmental Coordinators, PMG	N/A
12 January 2022	Whole document (Version 4.0) as part of Internal Audit	2023	Environmental Coordinators, PMG	Jon Hallows, Joint Managing Director, PMG
4 September 2023	Whole document (Version 5.0) as part of Internal Audit	2024	Environmental Coordinators, PMG	Jon Hallows, Managing Director, PMG
5 September 2024	Whole document (Version 6.0) as part of Internal Audit	2025	Environmental Coordinators, PMG	Jon Hallows, Managing Director, PMG

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## Mission statement

At PMG, as part of our mission to improve people's lives, 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 ISO 14001 standards for Environmental Management Systems and our environmental strategy targets
- 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 by promoting efficient and reduced use of these resources.



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We will continue to:

- Take into account the energy consumption and efficiency of new products in our procurement process
- Reduce reliance on fossil fuels by exploring alternative energy suppliers that instead provide renewable energy
- Ensure lights and electrical equipment (computers, printers, chargers, 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
- Optimise the energy consumption of IT infrastructure through secure cloud data storage, computing and energy-efficient hardware
- Take into account the energy consumption and efficiency of new products in our procurement process when purchasing
- 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
- Investigate credible carbon offset programs to mitigate emissions that cannot be eliminated (e.g. Tree Nation)

### Medical communications products and services: Materials

PMG is committed to reducing the greenhouse gas emissions and waste associated with provision of client and other business materials by decreasing the number of printed materials and providing more environmentally friendly alternatives, where practicable.

We will continue to:

- Seek to use recycled and recyclable paper products
- 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

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## 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.

We endeavour to:

- 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 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.

- We will continue to 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 encouraging the application of the waste hierarchy of refuse, reduce, reuse, recycle and recover.



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We will continue to:

- Maintain a waste monitoring system to increase awareness of the amount and type of waste produced by the business
- Promote zero-waste practices and best waste management, for example by reducing the number of 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.

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 and for those employees working remotely by implementing measures that increase the ease of and promote being more environmentally friendly.

We will continue to:

- Educate employees about working practices (see 'Porterhouse Environmental Working Practices + Checklist' document) and the importance of adhering to them
- Provide environmental training materials to employees upon induction and training as part of Porterhouse Presents sessions
- Promote engagement through awareness days



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### External communications

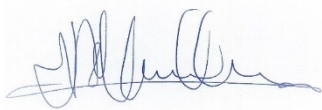
PMG is committed to communicating our environmental goals and commitments, not just within the business but beyond.

We will continue to

- Communicate our environmental policy on the PMG website (links will be provided on our social media) and supply contact details for any external queries
- Externally communicate our progress by generating articles on our progress in achieving and maintaining our EMS and also articles on general environmental topics (links will be provided on our social media)

### Conclusion

PMG is committed to being a responsible corporate citizen and pledge to take all necessary steps to minimise our environmental impact. Through the implementation of this policy, we aim to reduce our carbon footprint, conserve resources, and contribute to a sustainable future for our company, our stakeholders, and the planet.



Signed on behalf of PMG

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Position

Managing Director Porterhouse Medical Group  
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Date

5 September 2024  
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If you have any questions regarding our Environmental Policy and our approach to managing our environmental impacts, please contact: [environment@porterhousemedical.com](mailto:environment@porterhousemedical.com)



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