

Corporate Social Responsibility And Sustainability Policy

1. Purpose and scope

This policy was written to provide all Tetra Tech International Development Limited employees with a set of guidelines for Tetra Tech International's ongoing Corporate Social Responsibility and Sustainability initiatives. Through the adoption of this policy the primary purpose is to ensure that Tetra Tech delivers tangible benefits to the communities with which it works. Tetra Tech also hopes to enhance and maintain its corporate profile and public image.

This policy applies to employees working at all levels, contractors, agency staff, agents, or any other person associated with Tetra Tech International Development Limited ("Tetra Tech"), any of our branches or subsidiaries or their employees, wherever located (collectively referred to as workers or staff in this policy).

In this policy, third party means any individual or organisation that we come into contact with during the course of our work, and includes actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies, including their advisors, representatives and officials, politicians and political parties.

2. Definitions

Corporate social responsibility (CSR) is a business approach that contributes to sustainable development by delivering economic, social and environmental benefits for all stakeholders.

Environmental sustainability. A state in which the demands placed on the environment can be met without reducing its capacity to allow all people to live well, now and in the future.

3. Policy

Tetra Tech believes in conducting business in a manner that demonstrates a high degree of social responsibility. We believe that this approach creates a source of competitive advantage for our business.

While Tetra Tech is accountable to investors, it takes into account the interest of all its stakeholders including our employees and our clients as well as the local community and the environment in which we operate. Tetra Tech's reputation is one of its key assets and as a major player in the UK international development sector, adhering to the highest standards of integrity, personal conduct, ethics and fairness is deemed to be of vital importance.

Our responsibility encompasses interaction with:



- Our marketplace
- Our environment
- Our community
- Our people

Demonstrating our commitment to Corporate Social Responsibility and the Sustainability of our business activities means aiming to align our business values, purpose and strategy with the social and economic needs of our stakeholders, whilst embedding responsible and ethical business policies and practices into everything we do.

Tetra Tech recognises that our people are our greatest asset and key to continued growth and success and as such, we are committed to providing careers and working environments in which our people can achieve to their fullest potential.

4. Corporate social responsibility

Tetra Tech pledges to meet the following Basic Standards of Conduct

Document ID	UK_OPS_001	Date of last review	05/2020
Sign off MD Ben Ward		Sign off COO Keith Onslow	

- We will conduct every aspect of our business with honesty, integrity and openness, respecting human rights and the interests of our employees, customers and third parties.
- We will respect the legitimate interests of third parties with whom we have dealings in the course of our business.
- We will maintain the highest standards of integrity – for example, we will not promise more than we can reasonably deliver or make commitments we cannot meet.
- We will act in a socially and environmentally responsible manner and promote sustainable development where possible. We believe these principles are integral to our business, employees, customers and the areas we work in.
- Tetra Tech recognizes the 'triple bottom line' (environmental, social and economic) benefits of CSR initiatives.
- Tetra Tech and its subsidiaries will conduct business in a safe, socially responsible and ethical manner.
- Tetra Tech will integrate community investment considerations into decision-making and business practices.
- Tetra Tech will learn from, respect and support the communities and cultures in which it conducts its business.
- Tetra Tech recognizes the need for vigilance and continuous improvement in the implementation development of CSR and Sustainability practises.
- Tetra Tech aims to lead by example in the area of CSR and Sustainability.

Tetra Tech has policy statements defining our commitment to equal opportunities, health and safety, quality and human rights along with our company business objectives and other supporting policy statements. These all support our CSR policy.

Our focus areas are:

- Investing for the long term through assessment, training and development.
- Acting as a responsible business and work environment.
- Co-operating with our immediate communities and the areas we work in.
- Engaging with clients and suppliers, and reacting in a positive and pro-active manner.
- Managing our environmental aspect/ impacts; reporting on our carbon footprint and target setting.
- Maintaining effective health and safety management systems, quality and environmental, and maintaining accreditation to the specific standards.

5. Sustainability initiatives

We recognise that our day-to-day practices can have an adverse effect on the environment. Our sustainability policy is to minimise our negative environmental impacts. Initiatives are continually reviewed by a cross functional team (The Sustainability Council) and will include the following:

- Meet or exceed the requirements of relevant legislative, regulatory and environmental codes of practice.
- Minimise the use of air travel, raw materials and supplies.
- Promote video and audio conferencing facilities to reduce the requirement for unnecessary journeys.
- Ask key suppliers to provide copies of their environmental policies.
- Where possible, use recycled or environmentally friendly paper in our printers.
- Encourage staff to reduce unnecessary paper usage – where appropriate including double-sided printing.
- Minimise use of electricity, by ensuring appliances are turned off when not in use.
- Promote waste avoidance and reduction initiatives that focus on optimizing the efficiencies of space, time and materials.
- Seek to endorse and deliver cleaner and more efficient energy solutions for all of our offices.

6. How we will communicate our policy

We will actively communicate our policies internally to all our employees. Policies supporting the principles of the CSR policy, such as the sustainable development policy, Bribery Act 2010 and others will also be communicated as appropriate to our clients, suppliers, subcontractors and interested parties as applicable.

Tetra Tech has a commitment to keeping employees informed of company affairs through news circulars and regular staff meetings. Employees can access the Tetra Tech intranet to obtain general information on the company. Employees are encouraged to discuss operational issues with their line management and to suggest ways to improve performance and efficiency.

7. Governance

- a) Leadership Team - Responsibilities
 - Authorizes the creation of the Sustainability Council
 - Provides final review and approval of the Sustainability Plan
 - Periodically (typically on a quarterly and annual basis) reviews the progress of achieving the goals and objectives of the plan
- b) Sustainability Council - Responsibilities
 - Develop the goals and objectives of the CSR and Sustainability program
 - Provide input from their respective Business Groups and corporate departments
 - Communicate the relevant aspects of the CSR and Sustainability Plan to the Leadership Team
 - Support the tracking of the progress of the CSR and Sustainability Plan initiatives
 - Meet quarterly to review the program