



## GREEN OFFICE POLICY

VINCI Construction UK Ltd is part of the VINCI SA Group, a world leader in concessions, construction, facilities and associated services. VINCI Construction UK Ltd delivers a comprehensive service from project inception through design, manufacturing and construction to operation and maintenance. The scope of this policy covers all UK operations.

At VINCI Construction UK Limited we take our environmental responsibilities seriously and strive to minimise the impact of our activities. Staff in all our offices have a part to play in reducing our impact on the environment. The primary ways in which we can manage the impacts of our offices is through improvements in energy, water and waste management.

To help achieve improvements in these areas we have set the following targets for our offices (site and static premises):

- All sites and offices are to be sub-metered (via EDF & STARK Automatic Meter Readings [AMRs] where VINCI directly pay for the utilities).
- All offices to reduce energy consumption in line with annual Divisional and Corporate targets where appropriate.
- Water efficiency measures to be introduced into all offices where practicable.
- A Display Energy Certificate is to be displayed for all VINCI Construction UK Limited owned premises.
- VINCI Construction UK Limited offices are to divert waste from landfill in accordance with Divisional and Corporate targets.

To help achieve these targets; Offices Managers/Location Directors and Senior Site Representatives will:

1. Provide the means for employees to recycle their office waste and ensuring all employees are aware of these facilities and what items can be recycled.

2. Implement centralised recycling facilities to improve recycling rates within site offices.
3. Display energy & water consumption figures on notice boards, set targets and monitor against them.
4. If possible, switch all lights and office equipment off at night and weekends and consider the use of timers.
5. Identifying green transport measures for employees (e.g. cycle to work scheme).
6. Where feasible, provide shower and covered cycle facilities in all office premises.
7. Pre-set office equipment defaults to reduce consumption where possible (e.g. printer settings to double sided).
8. Encourage the use of multi function copiers rather than printing to HP printers.
9. Procure 'green' stationary via our office suppliers, e.g. certified paper, recycled stationery products.

This policy will be reviewed annually, and be adapted if changes to the company occur. This policy will be communicated to all staff via the intranet and copies will be posted on all our office noticeboards. Furthermore, it will be made available to members of the public via the VINCI Construction UK Ltd website and on request.



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Chief Executive  
VINCI Construction UK Ltd