



Environmental Sustainability Policy

Tetraco Home Care

Policy Statement

Tetraco Limited acknowledges that our day-to-day activities—ranging from service visits to office administration—can contribute to carbon emissions, waste generation, and resource depletion. We therefore commit to:

- **Protecting and preserving the environment** by integrating sustainable practices into all aspects of our service delivery;
- **Preventing environmental harm** through proactive risk assessment, resource conservation, and pollution control;
- **Rectifying impacts at source** by reducing or eliminating risks as soon as they are identified;
- **Adopting the “polluter pays” principle** by taking responsibility for any environmental harm and covering the cost of remediation;
- **Applying a precautionary approach** by regularly evaluating potential environmental risks and implementing appropriate mitigation measures .

Principles of Environmental Sustainability

Tetraco Limited’s policy is based on the five core principles of environmental sustainability as set out in the Environment Act 2021:

1. Integration Principle

We will embed environmental considerations into our decision-making, ensuring that every level of our organization—from leadership to care staff—recognizes the importance of sustainable practice.

2. Prevention Principle

We will identify potential sources of environmental harm (e.g., excessive energy use, wasteful procurement) and take steps to avoid or minimize these risks before they occur.

3. Rectification at Source

Should any environmental impact arise (for instance, accidental waste spillage or inefficient vehicle usage), we will act immediately to remove or repair the damage at its origin.



4. **Polluter Pays**

If Tetraco Home Care causes environmental harm, we accept responsibility and will finance any required cleanup or compensation.

5. **Precautionary Principle**

We will continually monitor our practices, update risk assessments, and adjust procedures to prevent potential environmental harm, even when full scientific certainty is not yet established .

Scope and Applicability

This policy applies to all employees, contractors, volunteers, and third-party suppliers engaged by Tetraco Limited. It covers:

- **Office Operations:** Energy use, waste management, procurement, and transport.
- **Care Delivery:** Home visits, medical equipment use, and clinical waste disposal.
- **Supply Chain:** Sourcing of consumables, office supplies, and any goods or services that contribute to our operations.

Key Actions

To implement this policy effectively, Tetraco Limited will undertake the following actions:

1. **Policy Adoption and Communication**

- Ensure the policy is formally approved by senior management and communicated to all staff.
- Display an environmental commitment statement in each office and digital platform.
- Request that suppliers and partner organizations share comparable sustainability commitments.

2. **Sustainable Procurement**

- Prioritize purchasing from suppliers who demonstrate environmental responsibility (e.g., use of recycled materials, minimal packaging).
- Transition, over time, to eco-friendly alternatives for office and clinical supplies (e.g., biodegradable gloves, refillable dispensers).



- Require energy-efficient specifications for all new equipment (computers, printers, medical devices).

3. Energy Conservation and Efficiency

- Conduct an annual energy audit of all Tetraco Limited facilities (offices, storage areas).
- Upgrade insulation, lighting (LED), and heating/cooling systems to maximize efficiency.
- Encourage staff to power down non-essential equipment at the end of each day and use power-management settings.

4. Water Conservation

- Install water-efficient fittings (e.g., low-flow taps, dual-flush toilets) in all offices.
- Educate staff and care workers on minimizing water use during service visits (e.g., avoiding excessive running water while cleaning or preparing care equipment).
- Promptly repair any leaks or drips in plumbing fixtures.

5. Waste Reduction and Recycling

- Implement a comprehensive recycling program in all offices, covering paper, cardboard, plastics, glass, and electronic waste (WEEE-compliant disposal for medical devices and batteries).
- Promote double-sided printing, digital record keeping, and reusing office supplies (e.g., folders, binders).
- Establish a secure segregation system for clinical waste at the source during home visits, ensuring safe disposal per local regulations.

6. Transport and Fleet Management

- Maintain all company vehicles in optimal condition to reduce fuel consumption and emissions.
- Schedule home visits and deliveries to minimize mileage (e.g., route optimization, grouping appointments geographically).
- Encourage staff to use public transport, carpooling, or, where feasible, cycling or walking for short journeys between client homes.
- When acquiring new vehicles, prioritize hybrid or electric models.



7. Pollution Control

- Eliminate or replace hazardous substances (e.g., strong solvents, chemical disinfectants) with eco-friendly alternatives where possible.
- Ensure any unavoidable hazardous waste (e.g., sharps, used syringes) is disposed of through approved clinical-waste contractors.
- Perform regular checks on fuel-powered equipment (e.g., backup generators, maintenance tools) to prevent leaks, spills, and excessive exhaust emissions.

8. Monitoring, Auditing, and Continuous Improvement

- Conduct a baseline environmental audit within three months of policy adoption and set measurable targets (e.g., reduce office energy use by 10% in 12 months).
- Review performance quarterly, updating key performance indicators (KPIs) for utilities, waste, and emissions.
- Publish an annual sustainability report outlining progress, challenges, and future goals.

9. Community and Stakeholder Engagement

- Collaborate with local environmental groups, waste-management authorities, and other care providers to share best practices and participate in community clean-ups or tree-planting events.
- Educate clients and their families on how to reduce waste (e.g., recycling, energy saving) during home visits, encouraging them to adopt eco-friendly habits.
- Share sustainability achievements and tips via newsletters, social media, and our website to raise awareness.

Roles and Responsibilities

• Board of Directors and Senior Management

- Approve and periodically review this policy, ensuring alignment with evolving legislation and best practices.
- Allocate necessary resources (staff time, budget) for sustainability initiatives.

• Environmental Sustainability Champion (designated staff member)



- Lead implementation, coordinate audits, track KPIs, and report progress to senior management.
 - Organize staff training sessions and awareness campaigns.
 - **All Employees and Contractors**
 - Comply with policy requirements in daily activities (e.g., switch off lights, segregate waste correctly).
 - Report any environmental concerns (e.g., equipment leaks, excessive waste) to the Sustainability Champion.
 - **Suppliers and Partners**
 - Where possible, maintain their own sustainability policies and collaborate with Tetraco Home Care to reduce the environmental impact of goods and services provided.
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Training and Awareness

Tetraco Limited will ensure that all staff receive appropriate training on environmental sustainability, focusing on:

- The organization's environmental commitments, principles, and targets;
- Proper waste segregation during home visits and in offices;
- Techniques for conserving energy and water;
- Handling and disposal of hazardous materials;
- Identifying opportunities to improve sustainability in their day-to-day roles.

New employees will receive an environmental induction within their first month; existing staff will participate in at least one refresher course annually. Training materials will be reviewed regularly to incorporate updates in legislation, technology, or best practices.

Review and Continuous Improvement

This policy will be reviewed annually (or sooner if there are significant changes in legislation or operational practices) to ensure it remains relevant and effective.

- **Policy Review Date:** June 1, 2025



- **Next Review Date:** June 1, 2026

The review process will consider audit findings, KPI performance, staff feedback, and emerging sustainability challenges. Any necessary revisions will be approved by senior management and communicated to all stakeholders.

Signed:

A handwritten signature in black ink, appearing to read "Rachael Okorotete", is written over a horizontal line.

Rachael Okorotete,

Director

Tetraco Limited

Date: June 1, 2025

A large, light blue and green watermark of the Tetraco Care Agency logo is centered on the page, behind the signature and text.

TETRACO
CARE AGENCY