

## Environmental Policy

### Mission statement

Tana Copenhagen recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods.

### Responsibility

Mette Svendsen, Business Manager, is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area 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.
- Continually improve environmental performance.
- Continually improve and reduce environmental impacts.
- Increase employee awareness.

### Paper

- We will minimise the use of paper in the office.
- We will reuse and recycle all paper where possible.

### Energy and water

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

### Office supplies

- We will evaluate if the need can be met in another way.
- We will evaluate if renting/sharing is an option before purchasing equipment.
- We will favour more environmentally friendly and efficient products wherever possible.
- We reuse and recycle everything we are able to.

### Transportation

- We will reduce the need to travel, restricting to necessity trips only.

- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.

#### **Maintenance and cleaning**

- Cleaning materials used will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- We only use licensed and appropriate organisations to dispose of waste.

#### **Culture**

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy as needed in consultation with staff and other stakeholders where necessary.
- We will provide staff with relevant environmental training.
- We will use local materials where available to reduce CO<sub>2</sub> and help the community.

As part of our efforts to reduce our environmental impact, Tana contributes to climate protection by annually offsetting our carbon footprint by 52,45 t CO<sub>2</sub> in high quality carbon offset projects.