Environmental and Sustainability Policy

Integro Design Engineering Associates Ltd

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1 Introduction

Integro Design Engineering Associates (IDEA) is a process-led, multidisciplinary engineering consultancy supporting industrial facilities where safety, compliance and operational performance are critical.

Our work spans the full lifecycle of a project, from early concept and feasibility, through FEED and detailed design, to construction, commissioning and long-term operational support. Whether a client is developing a new facility, modifying an existing plant, addressing safety and compliance obligations, or reducing energy and carbon intensity, we provide process-led engineering support aligned to how their facility is designed, built and operated.

We work with organisations operating in high-hazard and energy-intensive industries, providing professional services for:

- Process engineering, plant design and upgrade
- Process safety and regulatory compliance
- Energy transformation and decarbonisation
- Multidiscipline engineering delivery

Headquartered in Glasgow, we also support hybrid working and clients onsite, so our personnel may work from home or from client facilities.

This policy is driven by our vision and values. It provides a framework to ensure we are minimising our impacts on the environment and supporting our clients in their pursuit of sustainable development. It applies to our projects and to our own operations, including our office and facilities and our business travel.

2 Our Commitments

These commitments are endorsed by our Board of Directors, reflecting our vision and values and our intent to play our part in delivering on the aspiration of Net Zero by 2045 in Scotland.

IDEA is committed to:

- Achieving Net Zero greenhouse gas emissions (Scope 1 to 3) from our operations by 2040
  - Maintaining Net Zero Scope 1 and 2 emissions
  - Baselining our Scope 3 emissions, relating primarily to business travel, in 2026 and striving for continual improvement, delivering a 30% reduction by 2030
- Avoiding harm and adverse impacts to the environments and communities in which we operate
- Identifying and defining quantifiable and practicable improvements to the energy and resource efficiency of our clients. We aim to maximise our positive environmental impact through our engineering designs, recognising that our influence on client assets and operations significantly exceeds our own operational footprint

With the support of our team, we put these commitments into practice by:

- Assessing and minimising potential adverse impacts on the environment associated with our activities, products and services, both within our offices and, where applicable, on client sites
- Minimising the carbon footprint of our operations and focusing on resource efficiency through the careful management of energy, waste products and water (see sections 4.1 and 4.2 below)

- Working proactively with our clients to help them manage their environmental impacts and identify and implement opportunities to reduce their carbon footprints and improve the resource efficiency and sustainability of their operations
- Ensuring all personnel are aware of the environmental consequences of their actions through training and awareness sessions
- Applying effective pollution prevention strategies and Best Available Techniques in our design and operational activities, and considering lifecycle environmental impacts in our designs, including energy, materials and end of life. Through this we help our clients deliver on their own environmental protection and sustainability commitments, aspirations and compliance requirements
- Working consistently within a robust compliance framework, meeting all applicable legal and regulatory requirements and reflecting or integrating recognised industry standards and best practice. Our Integrated Management System ensures this is implemented in our projects and on the sites where we work
- Creating a framework for the monitoring and measurement of our environmental aspects, managing them through defined objectives and targets, and baselining our current performance and emissions
- Seeking and measuring continual improvement on environmental metrics for our own operations, including within our tenanted office and in relation to our business travel

We have embedded these principles within our vision and values, reflecting our commitment to applying the three pillars of sustainability, Economic, Environmental and Social, with corresponding delivery of benefits across the 3Ps of People, Planet and Profit.

3 Roles and Responsibilities

The IDEA Board of Directors is responsible for ensuring the assessment of our activities is suitable and sufficient, and that adequate resources are available to implement this policy.

The Managing Director has overall responsibility for the environmental commitments within this policy, and reviews it annually with the Board and the Operations Director to align with evolving business plans and strategy and with the wider regulatory, environmental and societal context.

The members of our team each have individual responsibility for complying with the commitments set out in this policy as they pertain to their own work: minimising the environmental impact of their activities, considering the adoption of resource efficiency measures, raising suggestions for improvement, and escalating potential conflicts or concerns to management for resolution where necessary.

When working on client sites, employees additionally follow the applicable rules and local policies on that site.

Awareness of this policy and its key requirements is integral to the induction and onboarding process for our employees and contractors.

4 Environmental Arrangements

4.1 Resource Efficiency

Although IDEA has limited control and influence over resource efficiency strategy within our tenanted buildings, we are committed to:

- Working with our landlords to identify energy saving opportunities
- Contributing sustainability improvements to our office stakeholder meetings with landlords and other users
- Switching off all power sources at the end of the working day
- Selecting energy efficient machinery and equipment
- Purchasing our own electricity from 100% renewable sources
- Developing our supply chain prequalification and engagement processes to incorporate risk-based assessment of critical suppliers, subconsultants and subcontractors, gather improved data and drive reductions in energy usage and waste
- Using public transport or car sharing opportunities where this is aligned with our operational requirements
- Discouraging the use of single use plastics. All personnel are issued with reusable water bottles, fresh water is provided within the office, and reusable coffee cups are available throughout our office spaces
- Minimising the use of printing paper in administrative and project work, with all printers set to double sided printing by default and recycled paper selected for use

4.2 Waste Management

All waste produced by IDEA employees within our managed facilities is segregated at source to facilitate adherence to the waste hierarchy. Segregated and clearly labelled waste receptacles are located in the kitchen area.

Consistent with local collection and waste processing arrangements, our office waste is currently segregated as follows:

- Paper and card
- Other dry mixed recycling, including cans, glass, aerosols and hard plastics
- Food waste
- General waste that is non-recyclable through current local arrangements

General waste is treated at the local Energy from Waste facility. Used toner cartridges are disposed of in line with vendor instructions. Waste is managed by certified contractors following the Duty of Care requirements outlined in the Environmental Protection Act 1990.

4.3 Training

Environmental management and sustainability essentials are covered for all personnel as part of our HSES induction. We are developing a tailored Environmental Management and Sustainability Awareness training package for all staff, to be rolled out in summer 2026 and thereafter refreshed every three years, or sooner to reflect any significant updates. It covers policy and regulatory context, office environmental and travel practices for all employees, and project-based carbon and energy reduction for technical personnel.

Regular toolbox talks on health and wellbeing, safety, environment and sustainability are provided during our weekly team meetings, supplemented by longer targeted sessions on particular topics where appropriate.

Where specific training requirements are identified through review of new project scopes, such as emissions abatement, these are arranged on a case-by-case basis.

4.4 Employee Engagement

IDEA operates an open door policy for the workforce to report and discuss any concerns or opportunities for improvement associated with the environment and sustainability. Such matters can be raised privately at any time or within the weekly team meeting.

5 Corporate Social Responsibility

In addition to our environmental and sustainability commitments, we recognise our responsibility to the wider communities we serve. This is reflected in our vision and values, and in the training and guidance we deliver to our employees.

IDEA seeks to build an effective understanding of our stakeholders and those affected by the work we do, as well as how we can benefit the wider community within which we work.

Core awareness training delivered to all our employees includes:

- Equality, diversity and inclusion
- Mental health
- Unconscious bias
- Drug and alcohol awareness

We plan and review CSR activities, initiatives and performance as part of our quarterly Quality Management Review. CSR is also a key consideration within the periodically updated PESTLE and SWOT analyses that support our Business Risk Assessment and Strategy, in turn driving the decision-making process within the business and through our design projects.

The outcomes of this include, but are not limited to:

- Salary sacrifice for staff to purchase electric cars
- Noise abatement technologies on new developments
- Engagement and consultation with communities in close proximity to process facilities
- Strategic direction of the business to promote Net Zero

Where possible, we select contractors and suppliers who are local to our sites and aligned with our environmental, sustainability and CSR goals.

We support local charities and good causes through financial sponsorship, and employees are encouraged to dedicate time to charitable endeavours. Past examples have included sponsorship of a locally based athlete now part of the Team GB programme, an Edinburgh cultural event at Calton Hill for Dussehra, and a Livingston community football team competing in a tournament in England.

We also actively support and participate in professional communities, including the Institution of Mechanical Engineers (IMechE), the Institution of Chemical Engineers (IChemE), the Institution of Engineering and Technology (IET), the Energy Institute (EI) and the Chartered Institute of Brewers and Distillers (CIBD).

This policy is reviewed annually. For further information, contact us at info@idea-ltd.co.uk or visit idea-ltd.co.uk