

Sustainability Policy and Management Plan

Proportionate environmental, social, and governance practices for a professional services firm

Document ID	SCMC-SUS-001	Effective date	September 1, 2026
Policy owner	Owner	Review cycle	Annual

1. Purpose and Executive Commitment

Strong Campus LLC integrates environmental responsibility, ethical conduct, workforce well-being, community benefit, and sound governance into its decisions and professional services. The owner provides executive sponsorship, approves objectives, allocates proportionate resources, reviews performance, and directs corrective action.

This policy is designed for the company's current owner-operated, home-office, professional-services model and will scale as personnel, facilities, suppliers, contracts, and operational impacts grow.

2. Scope

This policy applies to company operations, projects, travel, purchasing, information handling, community activities, and applicable suppliers and subcontractors. Contractual, legal, client, mission, safety, and security requirements remain controlling.

3. Guiding Principles

- Integrity and stewardship: Use resources responsibly, report accurately, and avoid unsupported environmental or social claims.
- Proportionality: Focus controls and measurement on material impacts associated with professional services.
- Prevention: Consider environmental, safety, ethical, security, and community impacts before beginning new or materially changed activities.
- Continuous improvement: Establish a baseline, monitor meaningful indicators, correct gaps, and strengthen practices as the company grows.
- Transparency: Retain evidence supporting representations made to clients, primes, agencies, employees, suppliers, and communities.

4. Environmental Management

4.1 Energy and Greenhouse-Gas Impacts

- Use remote work, virtual meetings, energy-efficient equipment, power-management settings, and efficient routing when practical.
- Use an electric vehicle for local and regional company travel when practical and consolidate trips.
- Track material business travel and establish a reasonable baseline before setting quantified greenhouse-gas targets.

- Avoid representing the company as net zero, science based, ISO certified, or externally verified unless the applicable requirements have been met.

4.2 Waste, Water, Pollution, and Materials

- Favor electronic records and responsible reduction, reuse, recycling, and disposal of office materials and electronic equipment.
- Use ordinary pollution-prevention measures and avoid improper discharge or disposal of hazardous or regulated materials.
- Conserve water and energy through practical home-office and project-site practices.
- Evaluate additional controls before any future activity involving physical products, packaging, regulated substances, or material environmental impacts.

4.3 Biodiversity and Site Impacts

The company currently has no industrial site or core activity expected to materially disturb habitats. Project planning will identify material land, habitat, or biodiversity impacts and apply client, legal, and site-specific protections when applicable.

5. Sustainable Procurement and Suppliers

- Consider fitness for purpose, lifecycle value, energy efficiency, durability, information security, labor practices, small-business participation, and environmental impact when practical.
- Apply risk-based due diligence to suppliers and subcontractors before covered work begins.
- Communicate applicable ethics, anti-corruption, labor, safety, cybersecurity, privacy, and sustainability expectations.
- Document material supplier risks, certifications, corrective actions, and approval decisions.

6. People, Health, Safety, and Human Rights

- Maintain safe and health-supportive practices for home-office, travel, client-site, and remote-work activities.
- Assess health, safety, ergonomic, travel, emergency, and occupational risks annually and before new or materially changed work.
- Respect equal opportunity, freedom of association, lawful collective bargaining, privacy, dignity, and freedom from harassment, coercion, discrimination, trafficking, forced labor, and child labor.
- Record incidents, near misses, hazards, and corrective actions when they occur.

7. Community Responsibility

Strong Campus LLC supports education, mentorship, professional development, responsible technology, and community participation. Activities will respect cultural, social, civil, and political rights, remain voluntary, avoid unlawful discrimination, and comply with ethics and conflict-of-interest requirements.

8. Management Process

- Plan: Identify applicable obligations, stakeholders, material impacts, objectives, and evidence requirements.

- Assess: Evaluate risks by likelihood, consequence, urgency, and mission or contractual impact.
- Implement: Assign controls, owners, resources, due dates, and supplier requirements.
- Monitor: Maintain risk, training, supplier, travel, metric, incident, and corrective-action records.
- Correct: Investigate gaps, determine causes, complete corrective actions, and verify closure.
- Review: Conduct an annual owner review and update policies, objectives, and records as operations change.

9. Initial Objectives and Measures

Objective	Measure	Initial target	Evidence
Ethics and sustainability governance	Annual policy review	100% annually	Policy register and approval records
Training	Required personnel completing ethics training	100%	Training log and acknowledgment
Project risk	Applicable new activities assessed before start	100%	Risk register and H&S assessment
Supplier oversight	Covered suppliers reviewed before work	100%	Supplier review log
Travel	Material business travel recorded	Establish 2026-27 baseline	Travel log
Compliance	Confirmed environmental and ethics violations	Zero	Incident and corrective-action log
Community	Education or community-support activity	At least one annually	Community engagement log

10. Measurement, Reporting, and Claims

The company will begin measurement through the Strong Campus Ethics and Sustainability Management Workbook. The first completed annual management review will establish the initial reporting cycle. Until that cycle is completed, the company will accurately state that it has policies, procedures, objectives, and tracking mechanisms in place but does not yet regularly publish or report performance against sustainability goals.

11. Records and Evidence

- Controlled policies and revision history
- Risk and health-and-safety assessments
- Training and acknowledgment records
- Supplier and subcontractor due diligence
- Travel and sustainability metrics
- Community engagement records
- Incident, investigation, and corrective-action records

12. Related Controlled Documents

- SCMC-ETH-001, Code of Business Ethics and Conduct
- SCMC-ENV-001, Sustainable Commuting and Business Travel Procedure
- SCMC-GOV-001, Ethics and Sustainability Management Workbook

Approval

Approved by	Crystal R. Shaw, Owner
Effective date	September 1, 2026
Initial management review	September 1, 2026