

# **SUSTAINABILITY POLICY**

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# OUR SUSTAINABILITY POLICY IS BASED ON THE FOLLOWING PRINCIPLES:



- Complying with all relevant legal requirements, codes of practice and regulations.
- Assessing the environmental impacts of our operations, seeking to reduce these impacts and improving our resource efficiency through reduction of energy, water use and waste.
- Promoting environmental and energy awareness in our employees through participation and training.
- Monitoring our progress to ensure on-going improvements in our environmental performance, which we will do via using the principles of the Environmental Management International Standard ISO 14001:2015
- Making clients and suppliers aware of our sustainability policy, and encouraging them to adopt sound sustainable management practices.



# WE ARE COMMITTED TO:



## Energy:

- Reducing our carbon footprint as part of a carbon management strategy.
- Optimising energy efficiency and conservation in all operations, where possible.
- Controlling and managing energy efficiency in our business and promoting energy efficiency.
- Reducing the impact of transportation in our business activities.



## Waste:

- Actively promoting reduce, reuse and recycling both internally and amongst our members, volunteers and suppliers.
- Minimising waste generation by applying reuse and recycle options where possible.
- Minimising waste generation and unnecessary resource usage during the stages of planning, design and operation of new and existing business activities.





### Continuous Improvement:

- Developing specific objectives and improvement goals to continually improve our environmental performance, which we will do via using the principles of an Environmental Management Tool called ISO 14001:2015.
- Setting objectives and targets for continuous improvement. Measure and review our performance regularly and communicate our results.
- On-going performance improvement in minimising environmental impacts of our business.



### Procurement:

- Ensuring environmental practices are included in our assessment of suppliers and contractors and that their performance in this area forms part of the selection criteria utilised.
- Purchasing products and services that have the least known environmental impact, where this is feasible.
- Encouraging suppliers and contractors to implement sustainable environmental systems.
- Minimising the use of hazardous chemicals and solvents and instructing agents acting on behalf to do the same
- Using materials, fittings and furnishings from sustainable sources where feasible.



### Awareness / Training:

- Encouraging environmental awareness among our members, volunteers and employees through appropriate communication and training programmes.
- Promoting environmental awareness throughout our business.
- Ensuring that all employees understand our environmental policy and conform to its standards where practically possible.
- Ongoing / continuous training of all staff in environment related issues.
- Ensuring we have access to environmental related material and provide training to assist in the continuous professional development in this area.
- Provide templates and/or high-level advice where possible in relation to sustainable policies that can be adopted in their own business, for example, ISO 14001:2015.

# IN ORDER TO PUT THESE PRINCIPLES INTO PRACTICE WE RESOLVE TO:

- Coordinate our 'Agile Working Policy' with our intention to, where possible, reduce our carbon footprint
- Where possible walk, cycle or use public transport to travel to our offices, attend meetings, conferences etc. particularly when attending multiple locations close together or working from alternative locations. Where staff choose to drive alone without good reason and there are therefore duplicate separate journeys with other staff members to the same or very close events at the same time, mileage may not be available to both parties.
- Avoid physically travelling to meetings etc. where alternatives are available and practical, such as using teleconferencing and web cams.
- Ensure efficient timing of meetings and site visits to avoid multiple trips.
- Share a car where more than one employee is attending a meeting in the same place unless there is a valid reason not to.
- Support staff in the use of teleconferencing and encourage them to utilise these facilities particularly if travelling long distances or car-based journeys to attend the meeting.





- Minimise our use of paper and other office consumables, for example by double-siding all printing and avoiding the use of colour printing where appropriate and identifying opportunities to reduce waste.
- As far as possible arrange for the re-use or recycling of office equipment by purchasing energy efficient equipment and promoting good housekeeping practices.
- Purchase electricity from a supplier committed to renewable energy where possible.
- Research and implement renewable energy solutions for our business and share any learnings with members to encourage them to use within their own business.
- Ensure where possible that timber furniture, and any other timber products, are recycled or from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified.
- Encourage the use of fair-trade and/or organic food and beverages.
- Reduce our consumption of single-use plastic products, by seeking out sustainable suppliers and refilling items such as toner cartridges and hand-soap dispensers.
- Reduce our reliance on paper and reduce office printing. Work with our IT advisors to find less paper intensive file management strategies and implement to reduce overall paper and printing.
- Take action by advising other businesses on how they can improve their sustainability, for example participate in the Conscious Cup campaign.
- Keep energy usage low; ensure that all lights and electrical items are switched off when not in use and employees are leaving the office.
- Recycle as much waste as possible.
- Recycling equipment that is no longer of use to the company, and where possible look to circular economy uses; for example, giving away electronic items / furniture etc. that we no longer use to not for profit organisations.
- Purchase products made with recycled paper, i.e. paper towels, printer paper and tissues.
- Purchase products with a lower environmental impact, i.e. environmentally friendly cleaning products, soaps and detergents.
- Regular performance reviews.

This policy is set by

Date:

