

SUSTAINABLE DEVELOPMENT POLICY

Policy Statement

This organisation recognises that environmental concerns are becoming increasingly important in society and that businesses have both a legal and ethical duty to ensure that they behave in an environmentally sensitive and acceptable way.

The organisation is committed to improving upon its environmental performance by complying with relevant guidance and regulation and by adopting modern methods of environmental management and sustainable development, wherever practical.

Aim of the Policy

The aim of this sustainability policy is to enable this organisation to:

- reduce its impact on the environment and deliver community benefits through better selection of products and services;
- ensure compliance with environmental legislation and regulations;
- ensure the effectiveness of its environmental management system (E.M.S.);
- reduce carbon emissions;
- reduce its energy and resources usage;
- minimise its waste sent for disposal and continually improve upon its recycling figures;
- identify and eliminate any potential environmental risks.

The policy should be read in conjunction with the organisation's policies and procedures on waste management.

Definition of Sustainable Development

This organisation understands 'sustainable development' to describe an approach to development where the needs of present businesses and societies are met, without compromising the ability of future generations to meet their own needs. Most importantly, this includes the effective protection of the environment and the prudent use of natural resources.

Waste Management and Recycling

All organisations produce waste and are increasingly required to ensure that they deal with that waste in an environmentally acceptable way that is compliant with the law.

All waste will be managed in accordance with our duty of care and the waste hierarchy. This means that the organisation will first look to reduce its waste streams, before reviewing options for reuse and recycling. The organisation will only send non-recyclable waste for conversion into Refuse Derived Fuel (RDF).

In this organisation:

- waste will be segregated into appropriate waste streams;
- waste can be reused, for example, furniture and office equipment will be sent for reuse;
- all waste appropriate for recycling (plastics, paper, cardboard, batteries, toner cartridges, wood and metal) will be placed in the appropriate receptacles ready for collection by contracted recycling services;
- all electrical waste will be disposed of according to the Waste Electrical and Electronic Equipment Regulations (WEEE).
- non-recyclable general waste will be sent to our recycling partner for conversion into RDF, which means that the organisation can justifiably claim to be a zero to landfill waste generator.

The organisation intends to comply with all current national and local waste management laws, policies and procedures. The organisation will liaise regularly with the appropriate local authority department to review its performance in this area.

Energy Efficiency

Energy for lighting, heating and ventilation is expensive, and conserving or making the best use of energy is not only good for the environment, but also saves money.

To conserve power, staff should:

- turn off non-essential lights and power sources when not in use;
- shut down computers and other office equipment when not in use, or at the end of the day;
- report malfunctioning equipment, for example thermostats, immediately.

In addition, the organisation will invest in energy-efficient buildings by:

- installing and running energy-efficient boilers and heating systems;
- using 'smart' metering to monitor usage;
- ensuring that boilers and heating systems are regularly serviced and properly maintained;
- ensuring that energy-efficient light bulbs and low-power or energy-efficient equipment are used;
- ensuring that buildings, pipes and lofts are properly insulated and maintained;
- monitoring bills and using 100% renewable energy in our premises.

Water Wastage

Water is an expensive resource that should not be wasted and in this organisation water use will be monitored. Staff should ensure that they only use as much water as is necessary, and they should report any dripping taps or leaking pipes immediately.

Supplier Code of Conduct

As the contracting organisation, we expect our suppliers to ensure their practices are supportive of our principles and approach. We would like to procure goods and services that have been produced and delivered with minimum impact on the environment, and with due regard for social issues such as employment conditions and employee welfare.

As a result, we reserve the right to refuse partnerships with organisations that do not achieve, or are unable to provide evidence of an action plan to achieve the following minimum standards for their operations, employees and supply chain; these are in accordance with International Labour Organisation (ILO) conventions and other public sector commitments.

Working Conditions

- Freedom of Association and Collective Bargaining (C87 and C98);
As far as any relevant laws allow, all employees are free to form or join a Union, which pertains to the protection of the terms and conditions of the employment of employees, such as wages, hours of work, working conditions and grievance procedure.
- Elimination of All Forms of Forced and Compulsory Labour (C29 and C105);
Forced, bonded or compulsory labour is not used and employees are free to leave their employment after reasonable notice. Employees are not required to lodge deposits of money or identity papers with their employer.
- Elimination of Discrimination in Respect of Employment and Occupation (C100 and C111);
Discrimination based on factors non-relevant to the terms of employment is prohibited. Examples of non-relevant attributes include race, religion, gender, sexual orientation, disability, ethnicity, height, weight and age.
- Effective Abolition of Child Labour (C138 and C182);
Work undertaken by people of 16 years and under without consideration for their personal development, safety, education or health is prohibited.

Supplier Diversity

- Within our sustainable procurement policy, we encourage a diverse range of suppliers to tender to provide services, materials or expertise and our aim is to give equal opportunities to all suppliers.

Pollution

Pollution will be minimised by:

- investing in cleaner equipment and processes, wherever practicable;
- ensuring that existing equipment is regularly maintained and serviced, in accordance with annual service schedules;
- ensuring that any hazardous substances are used and disposed of properly, in accordance with documented procedures.

Transport

Transport is a major source of carbon emissions, of fuel use and of pollution worldwide. In this organisation, the environmental impact of transport used will be minimised by:

- considering whether travel is necessary before any journeys are made;
- implementing a travel policy that requires staff to use the most environmentally-sound option when planning travel to work;
- ensuring that all vehicles operated by the organisation are serviced regularly and are kept in good condition, thus enabling them to run efficiently;
- eliminating the use of vehicles for unnecessary trips;
- encouraging and facilitating vehicle sharing, where possible;
- moving to low-emission vehicle use, wherever possible.
- supporting staff use of public transport, cycling and walking, to travel to and from work.

Environmental Management Systems

The organisation will coordinate its sustainable development processes through the implementation of an appropriate, ISO14001:2015 accredited environmental management system (E.M.S.)

As part of the organisations E.M.S., it will:

- identify and monitor any environmental impacts of its activities through the use of environmental audits;
- set measurable targets to continually improve environmental performance;
- review this policy and environmental performance regularly;
- keep relevant environmental records and reports;
- provide environmental awareness information for staff.

Review

This policy will be regularly reviewed for its continued suitability.

Signed:



Date:

28/11/23

Policy review date:

Last reviewed 22nd November 2023

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