

**Objective: To deliver our sustainable vision, leading by example through decision making & behaviour, to continually improve our environmental performance**

Commitment	Action
<b>Comply with Environmental Legislation</b>	Review Sustainability Policy annually, or upon changes to legislation Compile a register of relevant environmental legislation Review & modify operating procedures/procurement processes to ensure compliance
<b>Training</b>	Ensure training opportunities are identified for staff, to inform & advise on maintaining & improving environmental performance Modify any operating procedures as a result of learning
<b>Staff awareness &amp; behaviour</b>	Provide updates to staff on the organisations environmental performance (Travel/Minimising Waste) Include a section on sustainability within the organisations induction programme Include regular updates within monthly HR Newsletters on practical ways everyone can contribute to reduce, reuse & recycle Provide training on Sustainable Development as part of Induction for all new staff
<b>Purchase Sustainably</b>	<b>Ensure sustainably produced goods &amp; services are used &amp; seek to influence the way suppliers operate</b> Review & modify procurement policies that favours: <ul style="list-style-type: none"> <li>suppliers with environmental policies or certified EMS's</li> <li>Recycled or recyclable products</li> <li>Energy efficient appliances</li> <li>Products &amp; services that do not contain or produced using hazardous substances</li> <li>Energy generated from renewable sources</li> <li>Local business &amp; locally produced goods</li> </ul>
<b>Travel &amp; Sustainability</b>	<b>Seek to reduce travel as much as possible</b> <ul style="list-style-type: none"> <li>Enable car sharing developing dialogue</li> <li>Encourage staff to use alternative transport, providing bus timetables, promotion of Cycle Scheme</li> <li>Promote hybrid working policy &amp; flexibility</li> <li>Utilise MS Teams, Zoom, Facetime where face to face meetings are not necessary</li> <li>Where possible, hold external meetings at venues with good transport links</li> </ul>
<b>Minimise Consumption &amp; Waste</b>	<b>Seek to reduce consumption of materials &amp; reuse or recycle materials where possible</b> <ul style="list-style-type: none"> <li>Enable &amp; encourage double sided, B&amp;W printing &amp; copying, only use 100% recycled paper, limit printing of paperwork for meetings.</li> <li>Compliance with Waste Electric Electronic Equipment (WEEE) Regulations - Send outdated equipment to IT supplier for recycling, copies of certification to be obtained to evidence compliance.</li> <li>Disposal of waste via a registered waste collector</li> <li>Recycle key materials e.g. paper, card batteries, printer cartridges, glass, plastics.</li> </ul>
<b>Energy Efficiency</b>	<b>Seek to reduce overall energy consumption, within the remits of working as a tenant within a managed property</b> <ul style="list-style-type: none"> <li>monitor usage &amp; identify whether energy saving devices may be utilised</li> <li>Where new equipment is purchased, ensure they have the most efficient rating (A)</li> <li>Annual reporting of energy consumption figures &amp; quarterly reporting by establishing realistic baselines apportioned to the project for water &amp; electricity consumption, via meter readings/utility bills.</li> <li>Raise awareness of saving energy with staff for items not in use</li> </ul>
<b>Water Demand</b>	<b>Seek to reduce water consumption as far as possible within the remits of working as a tenant within a managed property</b>
<b>Pollution Prevention</b>	<b>Ensure emissions to the atmosphere &amp; disposal of waste are minimised</b> Raise awareness of duty of care & disposal methods for hazardous wastes.