

Environmental and carbon reduction policy

There is strong consensus within the scientific community that climate change is occurring and is caused by human activity. Source Group is therefore taking steps to reduce its own carbon emissions. This makes good sense environmentally and economically.

Policy owner	CEO
Policy lead	Julia Dicker and Ans Ajaib – Carbon Reduction Team
Audience	All staff
Legislation and regulation	Source Group will ensure it operates within all environmental, legal and other requirements as imposed by EU and UK law and best practice
Formally endorsed by	Executive leadership team
Endorsement date	August 2021
Next review	August 2022

1 Introduction

- 1.1 The environment in which we work and live has never been subjected to as much change as it is now experiencing. Population growth, use of finite resources and greenhouse gas emissions from human activities are taking their toll in many ways not least of all through climate change and pollution. World temperatures continue to rise as greenhouse gas concentrations in the atmosphere increase and pollution through waste generation continues.
- 1.2 Source Group is committed to reducing the environmental impact of our operations and will ensure that all is done to mitigate climate change and the adverse impact this has on the world. We are committed to complying with applicable legislation in all the jurisdictions where it operates.
- 1.3 This policy has been produced in line with, and should be interpreted in the light of, our organisational values: compassionate, courageous, inclusive and dynamic.
- 1.4 This policy must be read in conjunction with the ‘Guidance to Implementing Source Group Environmental and Carbon Reduction Policy’.

2. Policy Statement

- 2.1 Source Group policy statement on carbon emissions is:

There is strong consensus within the scientific community that climate change is occurring and is caused by human activity. Source Group is therefore taking steps to reduce its own carbon emissions. This makes good sense environmentally and economically.

Purpose and aim

- 2.2 Source Group needs to balance environmental commitments with other considerations such as financial constraints and response to the humanitarian imperative.
- 2.3 It is nonetheless our aim to ensure our environmental commitments become an integral part of our day-to-day activities, that we seek ways to continually improve our environmental performance and operate in a responsible manner including reducing waste and making reductions in our carbon emissions from heat, power and travel.
- 2.4 Source Group will ensure it operates within all environmental, legal and other requirements as imposed by EU and UK law and best practice.

Scope

- 2.5 The aim of this policy is for Source Group to control its impact on the environment through the following objectives:
 - Minimise our contribution to pollution by reducing our carbon emissions and waste together with recycling, reusing and reducing wherever possible
 - Assess the adverse effects our operations may have on the environment and seek ways to minimise them
 - Promote environmental awareness to all staff including the new staff
 - Monitor, report and reduce carbon emissions specifically from heat, power and travel

We will achieve the objectives through the following activities:

- i.* Selecting the most appropriate form of travel taking into account carbon emissions as well as other business factors; and only travel when necessary
- ii.* Ensuring that our buildings are operated in such a manner so to optimise use and reduce emissions through control of heat and power
- iii.* Reducing waste through control of packaging for bought in goods

- iv.* Recycling all appropriate waste such as paper, card, metals and plastics
- v.* Reducing our use of plastics
- vi.* Ensuring that the induction process for new starters contains information about this policy and obligations to adhere to it
- vii.* Challenging behaviour of colleagues who act in a manner contrary to this policy
- viii.* Implementing a central reporting mechanism to allow senior management to be informed about environmental issues within the organisation and achievements made in mitigating the overall environmental impact
- ix.* Expanding the availability and use of new technologies to allow for changes in behaviour particularly around travel, e.g., greater use of video conferencing and expand the 'virtualisation' of IT systems
- x.* Providing yearly reports showing carbon emissions generated from electricity, gas and travel
- xi.* Using environmental impact assessments for operations/projects where a potential increased risk of detriment to the environment has been identified and report on such assessments.

3. Responsibilities

- 3.1 All of our people are responsible for complying with this policy and supporting our efforts to minimise our impact on the environment.
- 3.2 Management and all those in a supervisory role have the responsibility for implementing the policy within their areas of responsibility, and should ensure that environmental issues are given adequate consideration in the planning and execution of our operations, services and programs.

4. Laws and regulations

- 4.1 We will ensure we operate within all environmental, legal and other requirements as imposed by EU and UK law and best practice.
- 4.2 This policy can be shared with external stakeholders including members of the public and commissioners.
- 4.3 Where applicable, Source Group will comply with commissioners' environmental/carbon reduction policies and initiatives.

5. Review and maintenance

- 5.1 This policy is scheduled for review in August 2022, but will be updated earlier as required.

6. Appendices

- 6.1 Appendix 1: related documents
6.2 Appendix 2: document provenance

Appendix 1: related documents

Document title	Relationship to this policy
Guidance to implementing Source Group environmental and carbon reduction policy	Related document supporting implementation of this policy
Travel and expenses policy	Related Policy
Overarching ethical policy	Related Policy

Appendix 2: document provenance

Date Endorsed	Category	Changes Made	Reason for Changes	Consulted	Changes Endorsed by