

# Guide to implementation of environmental and carbon reduction policy

August 2021

## *Introduction:*

*This guidance should be read in conjunction with the environmental and carbon reduction policy and gives more detail on how the aims of the policy are to be met.*

## **1. Selecting the most appropriate form of travel taking into account carbon emissions as well as other business factors and only travel when necessary**

- 1.1 Whenever we think about travelling on business, the first question to be asked is whether the journey is absolutely necessary. Consideration ought to be given to alternative solutions. In other words, travel should only occur as a last resort and because there are no credible alternatives. Think about email, teleconference and videoconference as first preferences and question people's requests for face-to-face meetings involving travel.
- 1.2 If travel is unavoidable consider the options, based not just on the cost of travel and convenience, but also the carbon emissions from various forms of transport. Trains should take preference over planes and if travelling by car think of sharing, plan routes and drive efficiently.
- 1.3 The organisation is keen to reduce travel; therefore, all information regarding proposed travel must be provided to the Carbon Reduction Team, who will review and only approve if absolutely necessary. This information will also act as a check to see if reductions in travel are being met in accordance with the organisation's target, which is set corporately during the annual business planning process.

## **2. Ensuring that our building is operated in such a manner as to optimise use and reduce emissions through control of heat and power**

- 2.1 Effective and efficient use of electricity and gas are of paramount importance in controlling emissions and reducing costs.
- 2.2 Reports showing the carbon emissions from heat and power and we will use the reports to monitor how targets in reducing emissions are progressing. Reduction targets will be set corporately during the annual business planning process.

Where operations fall outside normal working hours, the building should be sectioned off so ensuring that only the space required for the operation is used, the remainder of the building being put in to 'sleep' mode, for example only heating/lighting the area needed, not the whole building.

- 2.3 The renewal of fixtures and fittings in the building should be energy efficient (light bulbs for example) and designed such that the use of heat and power is not increased as a result of replacement. Where a case can be made, money should be spent on the replacement of energy inefficient fixtures.
- 2.4 There should be an ability for the users of a building to control their working environment through natural means, for example, opening a window when hot, turning a light off, and so on. Occupants' attire should also assist with their comfort, e.g., wearing jumpers in winter, as a preference to relying on mechanical means to keep warm or cool. Such behaviour should be encouraged. Mechanical means of controlling the office environment, such as air conditioning, fans and heating should only be used when the outside temperature dictates. A nominated person for each area of the building should be the guardian of heating controls and ensure that such controls are not tampered with and set so the building is heated only

during office hours. Thermostats should not exceed 21 degrees centigrade, including both heating and cooling systems (Aircon).

- 2.5 It is the responsibility of all office/building users and staff alike to ensure that the environment in which they work is clean, tidy and that heat and power is not wasted. Turning lights off when not required, keeping radiators clear, turning off equipment that is not in use are examples of some simple measures we can all take.
- 2.6 Where possible, outside office hours buildings should be kept in 'sleep' mode. Heating should be off during the summer months and in winter should be on 'frost stat' mode. All lights other than security lighting should be switched off. All computers including monitors, photocopiers and other such equipment ought to be switched off unless operational needs dictate otherwise. Out of hours occupants such as cleaners and security personnel should ensure that equipment, lighting etc. are switched off.
- 2.7 Green energy should be considered whenever our electricity contracts come up for renewal. If economical to do so, we aim to have our building on a green energy contract as soon as is practicable to do so.
- 2.8 Aspects of this policy in relation to the building shall be considered in tandem with planned maintenance programs, disposals and refit programs and the building surveyor and/or property team should be consulted prior to any actions taken, particularly where expense will be incurred.

### **3. Reducing waste through control of packaging for bought in goods**

- 3.1 Bought in goods include, amongst other things, stationery and IT equipment, normally the supplier/warehouse, provides packaging to allow for the goods to be safely transported.
- 3.2 Packaging for such deliveries should be minimal and where possible made from recycled materials.
- 3.3 Through the procurement process, the use of plastics in packaging should be discouraged unless the packaging forms an integral part of the item purchased, e.g. a plastic case.
- 3.4 End users should query any item delivered that in their opinion is 'over packaged'.

### **4. Recycling all appropriate waste such as paper, card, metals and plastics**

- 4.1 Usage of disposable items such as paper, card, metals and plastics should be kept to an absolute minimum and where they are used should be recycled in the provided recycling bins provided.
- 4.2 The use of disposable cups should be discouraged. Staff should be encouraged to bring in their own cups for tea and coffee.

## **5. Ensuring that the induction process for new people contains information about this policy and obligations to adhere to it**

- 5.1 New staff are advised on this policy and guidance via our induction process, and as a matter of routine, hr/line managers responsible for the recruitment and induction of new people should introduce this policy and highlight the obligations placed on all new starters.

## **6. Challenging behaviour of others who act in a manner contrary to the spirit of this policy**

- 6.1 We all have an important part to play in protecting the environment and should as a matter of routine consider what our actions have on the environment and think of ways in which we can minimise any impact. But we should also be aware of others and their actions and where appropriate challenge behaviour that clearly will have an avoidable, detrimental effect on the environment. Here are a few examples:

- Putting waste in bins when recycling is available
- Leaving computers on standby over night
- Leaving lights/office equipment on
- Wasting water
- Littering
- Misuse of heating/cooling systems

- 6.2 Challenging behaviour can be done directly with the individual concerned or if the circumstance warrants a formal challenge can be made through line management.

- 6.3 Managers have an important role to play in challenging behaviour and should as a first course of action question employees' reasoning for acting in a manner that may increase carbon emissions and/or damage the environment. An obvious example is travel, which should be seen by managers and employees alike as a last resort because no other options are available or suitable and low/no carbon solutions have been explored.

## **7. 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**

- 7.1 Actions taken to reduce emissions from the building and travel shall be recorded by the Carbon Reduction Team and will be summarised for presentation to the senior management team. This, along with carbon reporting from heat, power and travel will provide an organisation-wide snapshot of progress made. Equally, areas of concern also need to be highlighted so enabling an organisational approach to finding solutions.

## **8. Including minimum environmental standards in supplier selection and review criteria expected of incumbent and future suppliers for bought in goods and services**

8.1 The organisation purchases a wide range of goods, works and services. It is expected that our suppliers should comply with minimum environmental standards. Our supplier selection process should evaluate the following requirements:

A published environmental policy (**essential**)

ISO 14001 Accreditation (**nice to have**). The major objective of the ISO 14000 series is "to promote more effective and efficient environmental management in organisations and to provide useful and usable tools - ones that are cost effective, system-based and flexible and reflect the best organisations and the best organisational practices available for gathering, interpreting and communicating environmentally relevant information". While this is a 'nice to have' it is not essential providing the supplier can demonstrate compliance with their published environmental policy.

Corporate and Social Responsibility (CSR) (**nice to have**). This is about how companies manage the business process and overall positive impact in society including the environment. The company should be able to demonstrate that it behaves in such a manner so as not to cause unnecessary pollution and benefits its local community through sound and respectful employment. Some suppliers may have a formal CSR programme which would be an added advantage and may be involved in charitable activities either at a local or national level - Charity of the year for example.

Ethical Sourcing (**essential**). The supplier ought to be able to demonstrate that it purchases from companies that respect the environment and does not employ the services of child labour and does not engage in activities that unnecessarily pollutes, or are likely to do so. Where necessary the supplier may be asked to reveal in commercial confidence details of the supply chain for items to be procured by the British Red Cross as part of its own supply chain management.

Carbon Reduction Programme (**nice to have**). This may be part of the environmental policy or could be a stand alone programme. Either way it should demonstrate a clear commitment on behalf of the supplier to monitor and reduce its emissions from business activities.

## **9. Providing annual report showing carbon emissions generated from electricity, gas and travel**

9.1 Reports detailing carbon emissions data will be collated by the Carbon Reduction Team for the following:

- Property (utility usage)
- Rail travel
- Hire car

- Staff car business mileage
- Private business mileage

The reports shall be presented to the Management Team for their Annual Business Planning process meeting.