Environmental and Sustainability Policy

Introduction

CS2 recognises that it can influence impacts on the environment in its capacity as an employer and service provider. CS2 is committed to continuous environmental improvement and to minimising the impact of its activities on the environment wherever possible.

This policy statement applies to all areas of CS2's activities, regardless of the type of work undertaken on any particular project or the geographical area in which it is carried out. We will meet and exceed (where possible), all relevant environmental legislation and regulations.

CS2 aims to provide a clean, healthy and safe working environment for all staff regardless of where they are based. We will seek to ensure that our policies have due regard to environmental issues and that they are accessible to employees.

Our Approach

1. Decision Making
   CS2 will measure its social and environmental impact and set targets for ongoing improvement through its Board and adopt good practice appropriate to our size and sector. The environmental impact of decisions will be considered when undertaking future planning to minimise wastage and inefficiencies.

2. Premises
   Investment in and management of premises will ensure that energy use is minimised, and that construction materials and processes are as environmentally friendly as possible. Working practices and equipment will be in place to discourage waste of gas, electricity and water.

3. Supplies
   a) Supplies will be ordered on a timely basis to reduce the number of deliveries to sites, reduce the risk of over-ordering and/or products becoming out of date
   b) Products made from recycled goods will be ordered where practical and affordable and staff encouraged to be thoughtful in their actions and minimise their use of consumables
   c) We will seek to use the least environmentally damaging products
   d) We will use equipment that has a high efficiency rating
   e) A reduction in the volume of paper used will be actively sought, especially by encouraging use of electronic media and functionality of appliances such as double-sided copying

4. Waste Management
   a) We will reduce the use of non-renewable resources and promote the minimisation of waste and re-use or recycling of materials
   b) Recycling schemes will be fully utilised where available. Recycling bins will be situated at all premises where recycling facilities are available to ensure that as much waste as possible is recycled

5. Travel
   a) The organisation and deployment of staff will be regularly reviewed to reduce the necessity to travel wherever possible
   b) In order to reduce work-related travel to a minimum working from home is encouraged by CS2, in line with Company policy

    c)   Staff will be encouraged to consider using public transport instead of private vehicles when travelling on CS2 business, particularly on non-routine travel eg training courses

    d)   HMRC approved mileage rates will be payable for CS2 business using cars, vans, motorcycles and bicycles

6.   <u>Raising Awareness</u>
    a)   All workers will be advised of the importance and implications of relevant environmental guidance and legislation during induction
    b)   All staff will be made aware of this policy during induction and encouraged to submit ideas and suggestions for environmentally friendly practices

Waste Reduction

Reducing waste in broader terms underpins many of CS2's activities to improve service and system efficiency including increasing use of technology to support every day working; communication with clients; measures to minimise staff and client attrition and increased awareness amongst all staff.

Measures to reduce physical waste generated as a result of our activities include:

- Reducing the use of non-renewable resources
- Promoting the minimisation of waste and the re-use or recycling of materials
- Implementing internal recycling schemes
- Complying with recycling schemes put in place by other organisations eg in client facilities
- Raising awareness of the impact of waste on the environment and our organisation

Specifically, we aim to have the following measures in place at all locations:

- Shredding facilities to reduce landfill
- Recycling facilities at all facilities for paper, plastics, bottles, batteries and toner - with arrangements for collection and appropriate disposal
- Sanitary Provisions
- Enhanced photocopying and scanning machines:
  o networked photocopiers for general use as printers, thus reducing the need for individual printers and cartridges
  o a scanning function enabling a move to being paperless
  o double sided printing
  o multi-page printing
- No in-house catering thus reducing food waste
- Recycle old furniture, PCs and any other items
- Centralised ordering to ensure the use of products which are environmentally friendly, recyclable etc. This has included reviewing our supplier list

We undertake an annual audit of environmental arrangements and issue regular reminders to staff on the arrangements that are in place to reduce, re-use or recycle waste.

Sustainability

In addition to the environmental policy and approach described above, CS2 takes its responsibilities towards sustaining the organisation and our local communities into account in everything we do eg:

1. Suppliers

   The procurement policy favours local suppliers where possible, including other local charities, to return resources into the local economy. Suppliers are paid in a timely fashion to support sustainability of smaller and medium sized enterprises.

2. Staffing

   CS2 supports staff to take opportunities to engage in community activities and volunteer roles.

3. Travel

   An active travel policy helps CS2 to reduce the amount of travel and transport used day-to-day.

4. Local Upskilling

   CS2 gives opportunities for local people to improve their skills by:

   - Recruiting and employing local staff and volunteers, providing specific training and opportunities to increase and develop skills during employment or placement
   - Offering student placements for local schools, colleges and university to gain experience which will influence and enhance their career choice

Monitoring

The Director with responsibility for Health and Safety within CS2 will oversee the day-to-day implementation of this policy, making regular reports on progress to the Board. The Board will in turn set targets for improvement.

Responsibility

David Jay is responsible for the implementation of this policy.

Last review date June 2022
Next review date June 2023