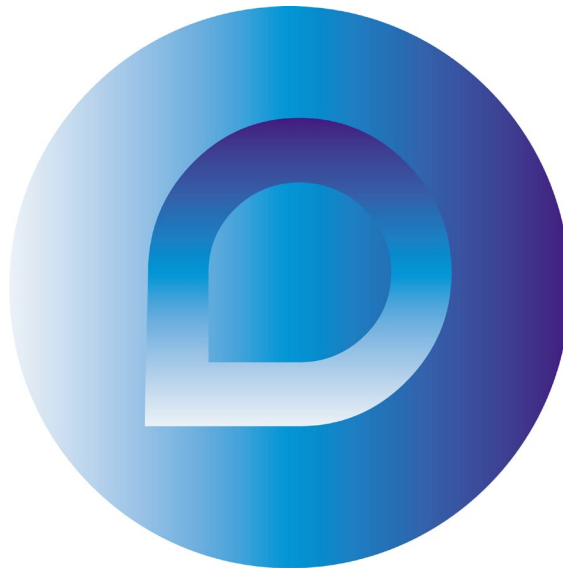


Sustainable Development Policy & Implementation Plan



Reviewed: March 2021

Reviewed:	26/03/2021
Expiry Date:	05/03/2022
Next Review:	March 2022
Appraised:	25/07/2019
Next Appraisal:	August 2021

Policy

Statement

Due to the increased perception of and evidence for the effects humans and businesses have on the environment, the economy and society, By Design Group Ltd and all of its trading companies aims to reduce its' and its' staff's effects through following the policy as set out in this document.

Policy Context

Growing concern both by client and public non associated bodies about increasing pressures on the global environment, society and the economy have led By Design Group Ltd (BDG for future reference in this document) to adopt and adhere to the following policy. As much of BDG work centres around education and increasingly on the climate change agenda we take this topic extremely seriously.

BDG endeavours to: 'minimise environmental pollution, promote the conservation and sustainable use of natural resources, and continue to strive to recycle and reduce waste, both physically produced and in the amount of energy used'.

BDG will review its policy and implementation plan annually and check that it and its staff and associates (including project delivery partners), where appropriate, are adhering to the policy and will undertake to act wherever possible to meet sustainable development practices'.

Policy Aim

BDG aims to implement a working strategy that contributes to its' care for the environment, the economy and society by continually improving its sustainable performance across its operations and to comply with relevant environmental legislation whilst delivering European Social Fund activities as set out in this policy.

Principles

Three Guiding principles will be applied when in seeking to achieve this aim:

A: Aim to conserve natural resources and reduce pollution by:

- Restricting and minimising, where practicable, the use of energy, water, paper, and other resources, while still providing a safe and comfortable working environment.
- Re-using and recycling waste where possible as well as seeking, where it is economically viable, to use refurbished and recycled products and materials where practicable such alternatives exist thus insuring a reduction in waste.
- Improving, where practicable, that buildings maintained and occupied by BDG are operated to improve their environmental performance. (Where BDG is a tenant in a building owned and maintained by another party BDG will endeavour to improve the environmental impact of such a building where appropriate and in accordance with any lease agreement and will ensure that the

area of such a building that BDG operates from will be as environmentally friendly as possible within economic and operating reason).

B: Aim to minimise emissions from vehicles by:

- Exploring and implementing, if economically and practicably reasonable, the use of alternative, more environmentally fuelled vehicles.
- Using, where appropriate and feasible, public transport and other less polluting methods of transport compared to personal cars/motor vehicles.
- Encouraging staff to car share.
- Reducing or eliminating unnecessary motor vehicular travel.
- Exploring and implementing 'white van driver courses' which, it is claimed reduce fuel consumption – should this indeed be the case and it is economically and practicably viable to pursue such initiatives.
- Reviewing and continuously exploring other methods and ideas in reducing emissions from motor vehicles.

C: Aim to encourage best practice by:

- Applying recognised standards when purchasing goods and services.
- Promoting and communicating with staff, clients, colleagues, and the general public, where appropriate, about best practices in environmental procedures and commit to continue to develop and promote environmentally sound practices.
- Keeping abreast of the most up to date (and scientifically sound) advice on environmental issues and best practices and will endeavour to meet, all relevant current and foreseen statutory regulations and official codes of practice.

Waste

Landfill or incineration of waste contributes to local and global environmental problems. Recycling waste greatly reduces the need for landfill and avoids contamination of land and water by minimising environmentally damaging wastes and discharges.

Although the work undertaken by BDG produces little waste BDG aim to:

- Reduce the amount of waste, especially paper and card, from its operations.
- Comply with all legislation on the disposal of waste.
- Dispose of waste using a registered waste collector and observe and comply with the Waste Electrical and Electronic Equipment (WEEE) regulations.

- Encourage staff to reduce waste produced through the '3 R's – reduce, recycle and re-use.
- Encourage the use of alternative technologies e.g., electronic documents, in place of paper where practicable.

Energy

The excessive use of energy is not only costly but also needlessly adds to the effects of climate change through the burning of fossil fuels releasing carbon dioxide and other gases into the atmosphere. BDG will endeavour to reduce the amounts of energy it consumes, although already relatively small, as it is recognised that reducing energy consumption and maximising energy efficiency are important considerations across all of BDG's operations.

BDG aim to:

- Seek to reduce the energy consumption within BDG premises, owned, leased, or operated.
- Use energy efficient/or saving equipment where it is economical and viable to do so.
- Continually review new energy saving options.

Responsibility

BDG have appointed director Paul Jones to be responsible for integrating and implementing sustainable development considerations into the operations of BDG. This policy will be reflected in the future business plans of BDG, and all staff are required to adhere to the principles as set out in this policy.

The requirements of this policy are particularly applied to the ESF Funded YEI project "Get on Track" and all staff, volunteers, partners, and participants will be required to comply in full with this policy, its commitments, and actions. All will be informed of this policy through induction, quality manuals and notices which will be evidenced for the annual review of this document as per Appendix 1, Implementation Plan.

Monitoring

BDG will annually review this policy and amend where necessary or if new information and advice on the subject becomes available. Continuous monitoring of staff, volunteers, and partners will also be instigated to ensure that best practice and adherence to this policy is being carried out.

Implementation Plan

What	How	By Whom	When	Evidence
Minimise Waste	<p>Non confidential waste used for phone/noted pads.</p> <p>Newspaper and non-confidential office papers taken to paper recycling collection points.</p> <p>New Equipment purchase to be researched and most environmentally friendly options prioritised.</p>	<p>All Staff</p> <p>All staff</p> <p>Overseen by Managing Director</p>	<p>Monthly reminders</p> <p>Quarterly – staff rota</p> <p>As required</p>	<p>Reduction in paper reams used.</p> <p>Number of bags taken – 5 per week.</p> <p>Business case reports</p>
Minimise energy consumption.	<p>Light initiative – lights not used are switched off.</p> <p>Replacement of lights with energy efficient bulbs</p> <p>Brick in all lavatory cisterns to reduce water consumption.</p> <p>Reduction in energy usage overall – boiling kettle with amount required, i.e., not full.</p>	<p>All Staff</p> <p>Office Manager</p> <p>Office Manager</p> <p>All staff</p>	<p>Quarterly reminders</p> <p>Completed</p> <p>Completed</p> <p>Quarterly reminders</p>	<p>Reduction in electricity used.</p> <p>Reduction in bulb replacement costs</p> <p>Reduction in water meter usage</p> <p>Reduction in energy usage</p>
Minimise travel & promote public/green transport.	Project delivery sites chosen for ease and proximity to local transport routes.	Team Manager	Completed	<p>Phase planning checklist</p> <p>Review notes</p>
Production of baseline estimate in relation to 3 areas above.	Baseline figures from current expenditure with target identified	Managing Director	January 2019	Report for the Board

Partner's assessment of compliance	Inclusion of policy in quality manual, training, and audits of compliance	MD/YEI Project Manager	From October 2018 – reviews quarterly	Quality Manual checklist Project review reports
Monitoring and review of baseline and actual performance	Quarterly reviews of progress against baseline and final report produced.	Managing Director	From January 2018	Senior Management team review meetings
Communication – staff awareness, staff training	<p>Policy communicated to all staff.</p> <p>Posters used to remind staff to turn off lights, etc.</p> <p>Discussed at team meetings and supervisions – training requirements identified to MD.</p>	<p>Managing Director</p> <p>Managing Director</p> <p>Line Managers</p> <p>Managing Director to arrange training as required</p>	Completed and regular reviews quarterly	Copies of documentation, team meetings supervision and appraisal notes, training sourced and feedback forms