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## Environmental Policy

Foresight is an organisation whose inspiration and values include a desire to protect the environment by ensuring the sustainable use and disposal of scarce resources, primarily by advocating waste reduction, reuse and recycling of materials. These values form the basis of our work with community and voluntary organisations, local authorities, educational institutions, businesses and individual members of the public, all of whom share our desire for an improved environment and the reduction of waste.

Foresights Environmental Policy provides a framework based upon these values of sustainable development within which we can place our own activities and operations. The Policy also translates the core aims and beliefs of the organisation into objectives and guidelines for action, which will inform and impact upon all areas of our work.

Foresight will:

1. adopt and aim to apply the principles of sustainable development - that is development which meets the needs of the present without compromising the abilities of future generations to meet their own needs;
2. strive to adopt the highest available environmental standards in all areas of its operations;
3. seek to adopt a total "cradle-to-grave" assessment and responsibility for its activities;
4. aim to minimise the use of all materials, supplies and energy;
5. minimise waste produced in all areas of the organisation and aim for waste-free processes;
6. expect similar environmental standards to its own from third parties involved with its work;
7. publicise its environmental position;
8. encourage employee involvement in environmental action;
9. adopt an environmentally sound transport strategy;
10. aim to include environmental and ethical (where appropriate) considerations in investment decisions;
11. assess on a continual basis the environmental impact of all its operations; and
12. assist in developing solutions to environmental problems, and support the development of public policy.

### **Action plan 1 - Assessing our environmental impact**

For all purchases or groups of purchases greater than £25,000 (including VAT) it will be a requirement to produce a brief environmental impact assessment which will consider the resources used in the production and disposal of the items. The purposes of the assessment will be to raise environmental awareness in purchasing, to select purchases with an extended life span, to promote the purchase of goods which may ultimately be disposed of in an environmentally sustainable manner, and to reduce the use of resources. When planning any significant new project or expansion of activities, a similar assessment should also be produced.

*Policy points covered : 1, 2, 3, 4, 11*

## **Action plan 2 - Purchasing specifications**

Foresight will seek to achieve the following:

- recycled paper being a design requirement of all publications, with a preference made for paper with the highest content of post consumer waste;
- fair trade considerations taken into account where such information is available; and
- the avoidance of excessively packaged goods; in particular catering waste is to be avoided by requiring reusable cutlery, crockery and napkins at events, bulk purchasing of materials for Foresights consumption where possible, and the use of returnable containers when practical.

*Policy points covered : 1, 2, 4, 7, 10*

## **Action plan 3 - Influencing others**

Foresight seeks to promote the principles of sustainable development not only by ensuring its own actions fall within its scope, but also by promoting the message amongst third parties involved with Foresight.

Suppliers - all suppliers to Foresight with an annual contract value greater than £25,000 will be required to have an adequate environmental housekeeping policy endorsing the principles of sustainable development; it will be a requirement that a copy of this is requested.

Beneficiaries - organisations benefiting from Foresight's charitable work will be informed of the Environmental Policy. In some instances it may be appropriate to insist on the existence of a similar policy before offering help.

Promotion - Foresight will promote its Environmental Policy by appropriate means. This may include the production of an information sheet or practical guide, and the publication of internal initiatives to reduce, reuse and recycle.

## **Action plan 4 - Monitoring progress**

In order for the environmental policy to be implemented, it is essential to have the means by which progress can be monitored. Foresight is in an excellent position to use the skills and experience of its own staff in monitoring progress.

Review of the policy - Foresight will review the action points of the policy on an annual basis. It is expected that the policy framework will change little from year to year.

*Policy points covered : 2, 5, 7, 11*

## **Action plan 5 - Getting about**

Foresight believes that the current level of dependence on the car is not compatible with the goal of sustainable development.

Modes of transport - where practical public transport, cycling and walking are the preferred modes of transport for Foresight staff. In considering whether the use of a car is necessary, consideration should be given to the possibilities of transporting goods and people separately. Cost alone should not be a reason for the use of a car. Getting to work - in order to encourage greater use of cycling and public transport by staff (where walking is not feasible).

Use of cars - where necessary, Foresight will investigate the possibility of using cars which incorporate the current best environmental technology.

*Policy points covered : 1, 2, 9*

## **Action plan 6 - Investing for the future**

It is essential that Foresight not only ensures that its day-to-day operations are compatible with the principles of sustainable development, but that any long-term decisions are compatible with these principles.

Investment policy - All medium and long-term financial investments should be made with environmental and ethical considerations taken into account, subject to the legal requirement to make

an adequate return on investments. To this end, environmental and ethical investments are preferred to other investments although they must also perform as well as other investments.

Investing in property and other long-term assets - When purchasing property or other assets for its own use, Foresight must consider the environmental advantages of certain options over others. For instance Foresight should look to adopt the highest environmental standards in terms of energy consumption, location and the consequent transport implications, reuse of land in preference to green-field development, and the possibilities of alternative energy sources.

*Policy points covered : 1, 10*

## **Action plan 7 - Greening the office environment**

Good practice measures assisting the delivery of the above action points on a day-to-day basis:

### **Waste reduction**

- use of both sides of paper
- effective use of IT (including e-mail) to prevent unnecessary printing and duplication (adjusting font sizes and margins to allow documents to fit onto one piece of paper, print preview prior to printing, thorough proofing of large print-runs before printing)
- circulation or display of non-urgent memos or information
- provision of proper cutlery, crockery and napkins for use by staff and visitors in preference to disposables
- use of acetate fax header pages and fax stamps in preference to paper fax headers

### **Waste reuse**

- saving and reusing envelopes by using Foresight recycled paper reuse labels
- printing draft documents on the back of paper which has already been used on one side
- Recycling
- recycling of all materials where local facilities (free or otherwise) exist
- collecting toners and cartridges for remanufacturing

### **Energy & water consumption**

- use of power-down features on electronic equipment
- turning off lights and heaters when not needed, and use of adequate insulation
- use of primary fuels over secondary fuels
- use of rechargeable batteries in preference to non-rechargeables
- responsible use of water with minimal wastage

### **Purchasing**

- purchase of products containing recycled material for office use, and stating the percentage of post-consumer waste on all publications
- purchase of remanufactured toner cartridges and re-ink ribbons where possible
- buying in bulk to reduce packaging waste
- buying in returnable and refillable containers where possible and appropriate
- specifying the use of proper crockery and cutlery, reusable napkins rather than individual portions, and other reduction and reuse measures within the cafeteria
- purchase of environmentally friendlier goods where such information exists, for example avoidance of over processed goods or those unnecessarily bleached or dyed

### **General office environment**

- maintaining the office as a pleasant and effective working space
- carrying out an annual office tidy-out
- regularly servicing all office machinery to maintain optimum operating efficiency and longevity

- encouraging cleaning staff to use cleaning products which do not present a problem to humans or the environment, are biodegradable, do not contain harmful solvents or propellants and have not been tested on animals

## **Sustainability**

Foresight North East Lincolnshire Ltd is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to Foresight's professional activities and the management of the organisation. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

### **Principles**

- Our Sustainability Policy is based upon the following principles:
- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

### **Practical Steps**

In order to put these principles into practice we will:

#### **Travel and Meetings**

- Walk, cycle and/or use public transport to attend meetings, site visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.
- Include the full costs of more sustainable forms of transport in our financial proposals, rather than the least cost option which may involve travelling by car or air. Where the only practical alternative is to fly, we will include costs for full air fares rather than budget airlines in our financial proposals.
- Avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners.
- To reduce the need to travel to meetings and elsewhere, and facilitate regular client contact, we will provide a web cam to clients free of charge for the duration of a project where appropriate.
- Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc, and promote the use of public transport by locating our offices in accessible locations.

#### **Purchase of equipment and consumption of resources**

- Minimise our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste.
- As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
- Seek to purchase electricity from a supplier committed to renewable energy. Seek to maximise the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes.
- Ensure that timber furniture, and any other timber products, are recycled or from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified.
- Divert and reduce waste being sent to landfill by recycling and reducing packaging use.
- Purchase fair-trade and/or organic beverages.

### **Working practices and advice to clients**

- Undertake voluntary work with the local community and / or environmental organisations and make donations to seek to offset carbon emissions from our activities.
- Ensure that any associates that we employ take account of sustainability issues in their advice to clients.
- Include a copy of our Sustainability Policy in all our proposals to clients.

This information is also available in other formats, languages and picture format upon request.