

Document Name	Environment & Sustainability Policy
Document Owner	Executive Team
Responsible Director	Director of Finance

Policy Statement

CXK Limited understands and acknowledges that all activities may affect the environment and everyone's quality of life – now and in the future. Environmental damage may significantly affect the young people, adults and families we work with. Protecting the environment is therefore integral to good management in all areas of our service.

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1 Purpose

1.1 We seek to promote, support and implement initiatives and programmes that minimise damage to the environment. In particular we will:

- Promote awareness of the principles and objectives of environmental protection and energy conservation to our employees and, where appropriate, our customers.
- Provide practical advice and support to assist our services in managing their impact on the environment
- Adopt procurement policies and procedures that minimise waste, for example in packaging and fuel usage
- Develop online and electronic systems to minimise our use of paper
- Adopt disposal procedures that ensure we reuse and repair items where we can, and then recycle them or dispose of them safely and responsibly have procedures that minimise toxic emissions and reduce energy consumption, for example promoting public transport, car sharing and cycling over the use of individual cars
- Aim to do better than the minimum standards required to comply with environmental law include managing the environment in our performance management processes.

2 Responsibilities / Duties

2.1 We will take focused action at a local-service level to identify opportunities to minimise damage to the environment. CXK management, staff and sub-contractors will:

- Develop and monitor the implementation of an Environmental Policy Issues Plan
- Share knowledge across the organisation
- Allow time at team meetings to identify and develop green initiatives.

2.2 CXK Limited commits to:

- Recycle more and use less paper.
- Reduce the amount of power we use for heating and lighting.
- Make sure the products we buy are produced in an environmentally friendly way.
- Encourage our employees to car share, walk or catch the bus/train, reduced cost purchase of bicycles, green travel etc.

3 Procurement

- 3.1 Many goods come with energy-efficiency ratings. Before committing to expenditure, CXK considers these ratings, and asks whether there are environmentally friendlier alternatives.
- 3.2 We will assess the environmental impact of all corporate supply contracts and select the best option, balancing cost, quality and environmental impact. Our overriding principle is that we will procure the products and services that are best for the environment, so long as they are fit for purpose and affordable.

4 Commitments by the Employee

- Turn off all electrical equipment overnight and at weekends (rather than leaving it in 'standby' mode)
- Maintain all equipment to ensure its efficiency, so reducing waste and lengthening its working life
- Use equipment in line with the instructions to ensure optimum efficiency (for example, keeping windows closed while air conditioning is on)
- Recondition equipment where possible and efficient (for example, refilling toner cartridges), or else recycle it
- Use electronic rather than paper files where possible
- Print files only when you need to
- Set your printer to automatically print double-sided (where there is possible)
- Seek authorisations by email (rather than asking for hand-written signatures)
- Use online (rather than paper-based) ordering and communication (for example) email wherever you can
- Assess the cost benefit of investing in laptops (ICT) to access and annotate papers for meetings
- Access where possible all internal CXK documents which are available electronically through the intranet

5 Disposal

- 5.1 EU law controls the disposal of certain items, such as ICT equipment (including toner cartridges), mobile phones, refrigerators and batteries. Similar restrictions apply to some liquids, for example paint. CXK commits to being aware of such requirements and will ensure communication of this throughout the organisation.

- 5.2 CXK actively encourages employees to recycle paper, plastics, glass, aluminium cans etc. wherever this is possible. We will adhere to all regulations and restrictions, for example the WEEE (Waste Electrical and Electronic Equipment) Directive. We will clearly include the cost of recycling in pricing financial planning and budgets.

6 Equality & Diversity

- 6.1 No employee will be treated less favourably or unlawfully discriminated against or suffer a detriment as a result of age, sex, disability, marital or civil partnership status, colour, race, nationality, ethnic origin, gender reassignment, religious or philosophical beliefs (or lack of belief or religion), pregnancy or maternity or sexual orientation.

7 Associated CXK Policies

- Corporate Social Responsibility Policy
- Privacy & Data Protection Policy
- Equality and Diversity Policy
- Recruitment Policy
- Workforce Development Policy
- Grievance Policy
- Disciplinary Policy