



Environmental Report

January - December 2012

Published September 2013

Protecting and improving the environment is central to SE²'s ethos, operations and business activities and we are committed to improving our environmental performance.

This is our Environmental Report, designed to show our current environmental performance and give an overview of our actions and future targets within each of the areas we feel have the greatest impact on the environment. These are:

1. Waste
2. Energy & Water
3. Transport & Travel
4. Procurement
5. Local Environment & Community
6. Carbon Offsetting

This report covers the period from 1 January to 31 December 2012. Earlier this year we took the decision to change our future reporting period to cover April to March instead, in order to provide a complete set of data, at the end of this report we have included data for January to March 2013.

Performance against our actions will be checked quarterly, this report will be reviewed on an annual basis and published on our website: www.se-2.co.uk.

In November 2012 we employed a new full time member of staff which had an impact on our energy consumption and waste. However, as this only effects two months of the reporting period we have not accounted for this in our calculations - this means that the figures per person will in fact be marginally less over the year.

1. Waste

We currently dispose of food waste in our wormery. We recycle paper and card in the office bins which are emptied into the communal recycling bin outside once a week. Plastic, glass and tins are collected in a 61 litre box and recycled once a month. Our waste to landfill is collected in a single standard carrier bag (11l) and disposed of at the end of each week.

SE² adheres to the following good practice:

We buy recycled paper and reuse discarded paper for notes.

We lengthen the life of ink cartridges by adjusting printer settings to default print on both sides and in draft quality.

We recycle used ink cartridges.

We inform staff and clients whether an agenda and minutes will or won't be available at meetings to avoid duplication of printing.

We recycle items we no longer need or donate to charity or local community groups eg: furniture and laptops.

We consider whether printing is absolutely necessary and get an accurate idea of the number of copies required.

To ensure we continue to improve our environmental performance we will also commit to the following actions:

Action	Who	Frequency	Due to be done
Undertake a waste audit	KT	Every 6 months	September 2013
Do an audit of our paper waste - spot check	KT	Every 6 months	September 2013
Check whether the communal recycling bin is still present	KT	Every month	September 2013
Check that the office cleaner recycles properly	KT	Every six months	September 2013
At Christmas, make a donation to charity rather than sending cards	RM/LW	Annually	December 2013

Our Performance

Baseline:

Waste type	Baseline 2011-2012	2012 Targets	2013 Performance	Performance per person 2013 ¹	Change
Food	Worms produce compost from our food, no waste to record	None	Worms produce compost from our food, no waste to record	n/a	None
Paper & Card	Between 2 and 3 bins a month	None	Between 2 and 3 bins a month.	Between ~ ² / ₃ bin and ~1 bin per month	None
Plastic/Glass & Tins	~30 litre box per month ²	None	~30 litre box per month	~9.5 litres	None
Waste to landfill	4 carrier bags (11 litre bag ³)	Reduce waste to landfill by 10%	4 carrier bags (11 litre bag)	13.75 litres	None

We feel that it is difficult for us to significantly improve our performance on waste, particularly our food waste and general recycling. Although our previous target of reducing waste to landfill was not achieved, we have managed to maintain our output despite employing an additional member of staff. We will continue to strive to reach a 10% reduction in waste to landfill.

One area there is potential for improvement is our paper and card waste. Generally our paper waste only increases when we do a project that requires materials to be printed - we will aim to examine this in future to see where materials can be condensed and printing reduced. We also want to understand our paper waste better and will introduce a more comprehensive audit process for the 2013/2014 period.

2013 Targets:

- Continue to strive to reach a 10% reduction in waste to landfill.
- Understand our paper waste better and introduce a more comprehensive audit process.

¹ Based on 3.2 full time members of staff

² Half of a 61l box

³ NB. This was previously incorrectly recorded as a 15 litre bag

2. Energy & Water

After our last report we spoke with our landlord about whether they would consider installing a water meter, they have decided not to do this. They have advised us that they use a timer on the boiler and that they are not planning to update the boiler in the near future.

SE² adheres to the following good practice:

We take monthly electricity meter readings to establish usage.

Desks are located at one end of the office so that we use fewer lights.

We switch all equipment off at the plug when not in use.

We ensure that all lamps are energy efficient where possible.

We continue to use Ecotricity as our electricity provider (100% renewable tariff).

We keep the doors closed when the heating is on.

To ensure we continue to improve our environmental performance we will also commit to the following actions:

Action	Who	Frequency	Due to be done
Ask the landlord for details of our gas and water usage	KT	Annually	January 2014
Take monthly electricity meter readings	KT	Monthly	Every month
Check Hippo in toilet cistern is still working (if not replace)	KT	Every six months	September 2013
Audit our water use. Count how many toilet flushes, how many kettle and sink fills.	All	Spot check twice a year (audit one months use)	September 2013
Staff to remember to do their SUMS (“self-unplugging management system”).	KT	Ongoing. Spot check to be done twice a year	September 2013
Trial removing some T5 lamps in order to lower our electricity usage	KT	Once	September 2013
Install reflective radiator panels	KT	Once	September 2013

Our Performance

Baseline:

	Energy used Jan 2011 - Jan 2012 (kWh)	Per person ⁴ Jan 2011- Jan 2012 (kWh)	2012 Targets	Energy used Jan 2012- Jan 2013 (kWh)	Per person ⁵ Jan 2012- Jan 2013 (kWh)	Change (per person) (kWh)
Gas	4,342	1,357	None	5,031	1572	215 ↑ (15.8%)
Electricity	1246	389	Reduce by 5%	1,320	412.5	23.5 ↑ (6.0%)

⁴ Based on 3.2 full time members of staff.

⁵ The energy used per person will in fact be marginally less over the year as we employed an additional member of staff from November 2012.

Both our gas and electricity use have increased from last year's baseline, despite no significant changes in our behaviour. This may be due to the exceptionally long and cold winter at the end of 2012. There is also the additional electricity use as a result of employing an additional member of staff in November 2012 (which includes the use of one additional PC and extra office lighting).

Our office takes up one floor in a 3-storey building. There is one central heating system serving the building and our gas consumption is calculated by the landlord as one third of the total consumption. This means that our gas consumption figure is, to some extent, beyond our control as regardless of what measures we take to reduce our own usage, if consumption on the other floors goes up, our figure will also go up.

To try and reduce our energy consumption we plan to install reflective radiator panels and trial removing some of the lamps from areas of the office that we use less frequently.

2013 Targets:

- Return to our 2011-2012 baseline electricity use (i.e. reduce by 6%).
- Influence the landlord to control the way the heating is used in the whole building.

3. Transport & Travel

Staff are required to monitor their travel by completing a monthly travel for work survey and. This calculates our CO₂ emissions for both commuting to work and business travel.

SE² currently adheres to the following good practice:

We each complete a travel for work survey every month.

We use Green Tomato taxis and Gobetweens couriers - both of which operate low emission vehicles.

We use conference calling where possible instead of travelling to meetings.

We follow the travel hierarchy (see our Environmental Policy).

To ensure we continue to improve our environmental performance we will also commit to the following actions:

Action	Who	Frequency	Due to be done
Research alternative green taxi services and charges	KT	Annually	December 2013

Our Performance

Baseline:

Total CO ₂ emissions (kg) Jan 2011 - Jan 2012	Average CO ₂ emissions (kg) per person ⁶ Jan 2011- Jan 2012	2012 Targets	Total CO ₂ emissions (kg) Jan 2012 - Jan 2013	Average CO ₂ emissions (kg) per person Jan 2012- Jan 2013	Change per person
3,193.00	997.8	No flying	2,024.49	632.7'	36.6 %↓ (365.2 kg)

Some of our travel is business essential and therefore unavoidable.

Our travel emissions were particularly high during 2011-12 as these included a return flight to Scotland and a return Eurostar journey to Brussels.

We have met our target not to fly for business trips in 2012-2013.

2013 Targets:

No flying.

4. Procurement

We promote sustainable procurement options based around the BS8901 standard for event management and the BS8903 guidance. We buy recycled and sustainable products and materials wherever possible and work to ensure that all our purchases are ethical and environmentally friendly.

SE² currently adheres to the following good practice:

We use the Green Stationery Company and other 'green' suppliers for stationery procurement, ensuring that products purchased have a high recycled content.

We buy recycled paper and re-use discarded paper for notes.

When requesting a printing quote, we ask for recycled paper and double sided printing. We also enquire about the type of inks used (vegetable based is preferable) and delivery methods.

We minimise the use of colour, glossy paper, plastic bindings and volume of printing (e.g. through formatting of documents).

We continue to manage events based on the BS8901 standard. This includes choosing venues with good sustainability credentials that are near to public transport links.

We use Green Tomato taxis and Go-betweens couriers when public transport is not a viable option.

When booking hotels we look for options with good sustainability credentials and we offer the same choice to delegates for the events we manage.

We buy fair trade tea and coffee, organic milk and biscuits for the office and for meetings whenever possible.

We continue to use Ecotricity's 100% Renewable tariff.

⁶ Based on 3.2 full time members of staff

We get purchase insurance from and bank with the Co-op, an ethical company.

To ensure we continue to improve our environmental performance we will also commit to the following actions:

Action	Who	Frequency	Due to be done
Research green insurance companies	KT	Annually	September 2013
Order recycled/remanufactured ink cartridges and review their performance.	KT	Annually	September 2013
Review our performance based on the BS8901 and improve	KT & RM	Annually	September 2013
Review the Associate Agreement and ensure that all current associates have signed it and had a copy of SE ² 's Environmental Policy	LW/RM	Once	September 2013
Ensure that the cleaner is buying Ecover and other eco-friendly cleaning products	KT	Ongoing	Spot check

Our Performance

Stationery - Recycled Content Baseline

Number of stationery items purchased 2011 - 2012	Percentage of items with recycled content 2011-2012	Number of stationery items purchased 2012 -2013	Number of items with recycled content	Percentage of items with recycled content 2012-2013	Change
66	58.60%	83	32	38%	35.15% ↓

The number of items purchased has increased significantly from the 2011-2012 baseline but 38 of the items bought in 2012-2013 were ink cartridges required due to printing a large amount of training materials for one particular project. As we required reliable, quality printing for training materials we chose not to buy remanufactured or recycled ink cartridges and therefore the percentage of recycled content was low.

2013 Targets:

Reduce purchases of paper by 13.3% from 30 reams to 26 reams.⁸

Increase the orders of stationery items with recycled content from 38% to 60%. To achieve this we will need to review the use of remanufactured/recycled ink cartridges.

Deliver the CHPA Conference and Awards dinner to Level 1 BS8901.

⁸ Paper purchases in 2012 were high due to a large amount of printing for the ELAWP training.

5. Local Environment & Community

We have a strong commitment to sustainability in a wider sense, taking corporate responsibility seriously. We believe in behaving ethically and treating our employees with respect, providing opportunities for career development and fulfilment and a healthy and safe working environment. We have an annual staff volunteering day in addition to other community engagement activity and staff are encouraged to take part in environmental projects.

SE² adheres to the following good practice:

We promote job opportunities within the local community and we recruit locally where possible.

We recycle old computer equipment, furniture and materials by donating it to local charities or community groups.

We promote employee volunteering and have a team volunteering day once a year.

To ensure we continue to improve our environmental performance we will also commit to the following actions:

Action	Who	Frequency	Due to be done
Take steps to improve the environment outside the office by planting flowers and networking	All	Ongoing	April 2014
Offer long and short-term work experience placements to young people	KT to investigate	Ongoing	
Look for opportunities to help develop enterprise skills and knowledge offering real examples from your business	KT to investigate	Ongoing	

Our Performance

We planted flowers during spring in order to improve the outside communal space.

We didn't offer a long or short-term work experience placement between January and December 2012 but will try harder to achieve this.

Unfortunately no opportunities came about where we were able to develop enterprise skills and knowledge in our community. We will continue to look for them.

2013 Targets:

Take on one local work experience person this year.

6. Carbon Offsetting

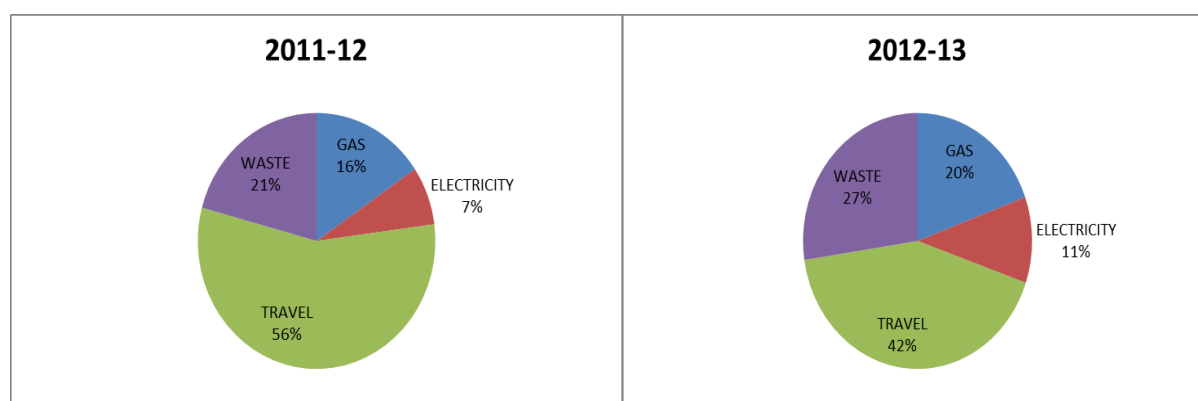
We calculate our office carbon footprint annually and individually for our larger events and offset our carbon emissions accordingly.

Last year we calculated our emissions incorrectly and the 2011 calculations have been altered to reflect this.

Baseline:

	Total Energy used Jan 2011 - Dec 2011 (kWh)	CO ₂ produced Jan 2011- Dec 2011 (tonnes)	CO ₂ produced per person Jan 2011- Dec 2011 (tonnes)	Total Energy used Jan 2012- Dec 2012 (kWh)	CO ₂ produced Jan 2012- Dec 2012 (tonnes)	CO ₂ produced per person ⁹ Jan 2012 - Dec 2012 (tonnes)	Change per person (tonnes)
Gas	4,341.77	0.88	0.29	5,031.00	0.93	0.31	0.02 (5.8%) ↑
Electricity	1,246.25	0.49	0.16	1320.00	0.52	0.17	0.01 (4.3%) ↑
Travel		2.64	0.88		2.02	0.67	0.21 (23.4%) ↓
Waste		1.18	0.39		1.31	0.44	0.04 (10.9%) ↑
TOTAL		5.19	1.73		4.78	1.59	0.14 (7.9%) ↓

Our total CO₂ emissions have decreased by 7.9% and the total amount to offset is 4.78 tonnes.



Further Actions:

Action	Who	Frequency	To be done
Calculate our carbon footprint and offset carbon emissions	KT	Annually and after each event	On completion of this report - September 2013
Research the best company to offset with	KT	Every six months	September 2013

Our Environmental targets for 2013/14 are to:

- Not increase our waste to landfill
- Return to our 2011-2012 baseline electricity use (i.e. reduce by 6%)

⁹ The CO₂ produced per person will in fact be marginally less over the year as we employed an additional member of staff from November 2012.

- Influence the landlord to control the way the heating is used in the whole building
- Not fly
- Reduce paper purchases by 13.33%
- Increase the orders of stationery items with recycled content from 38% to 60%
- Review the use of remanufactured/recycled ink cartridges
- Deliver the CHPA Conference and Awards dinner to Level 1 BS8901
- Have one local work experience person this year

7. Addendum: Energy use January - March 2013

In order to change our reporting period to cover April to March we have produced the following data to show our carbon emissions between January and March 2013:

	Total Energy used Jan 2013 - Mar 2013	CO ₂ produced Jan 2013 - Mar 2013 (tonnes)	CO ₂ produced per person Jan 2013 - Mar 2013 (tonnes)
Gas	3071 kWh	0.05	0.01
Electricity	414 kWh	0.21	0.05
Travel		0.63	0.15
Waste		0.30	0.07
TOTAL		1.19	0.28
TOTAL to offset		1.19 t	

8. Calculation data

Our gas and electricity emissions were calculated using the Pure Trust's carbon footprint online tool for small businesses (www.pureleapfrog.org).

We used Carbon Independent's online calculator to calculate our food waste emissions (www.carbonindependent.org/)

The calculator on our Travel for Work surveys uses the current CO₂ conversion factor data (www.gov.uk/government/uploads/system/uploads/attachment_data/file/69568/pb13792-emission-factor-methodology-paper-120706.pdf).

In order to calculate the CO₂ produced from our travel emissions we must use the following calculation: kg ÷ 1000 = tonnes

Other sources:

www.gov.uk/government/uploads/system/uploads/attachment_data/file/69494/pb13310-ghg-small-business-guide.pdf