



## Environmental Policy

### 2015 edition

#### Statement of Policy

Protecting and improving the environment is central to SE<sup>2</sup>'s ethos, operations and business activities.

SE<sup>2</sup> is committed to delivering environmental benefits including improving the local environment and minimising the impact of our use of energy, water and transport.

The Directors have responsibility for ensuring that SE<sup>2</sup>'s environmental policy is upheld and that the organisation complies with relevant environmental legislation. SE<sup>2</sup>'s environmental policy will be reviewed on an annual basis.

SE<sup>2</sup> staff will ensure to the best of their abilities that they adhere to the organisation's environmental policy. Training and information are provided to staff to ensure that they understand the role of the environment in our operations, have good water and energy efficiency awareness and that they are aware of their responsibilities.

SE<sup>2</sup> also encourages its clients to adopt a carbon neutral approach to their activities; specifically, SE<sup>2</sup> invests in ensuring that all its staff activities and those of individual client contracts are carbon neutral. This includes making sure that all events we run have a minimal impact on the environment.

#### Energy

SE<sup>2</sup> staff all work from home and are encouraged to adopt best energy efficiency practice at all times, including for building fabric, heating and hot water, and appliances. Our main address is powered by green gas and electricity and we encourage all staff to switch to a green energy supplier if they haven't already done so.

Each year we calculate our collective carbon footprint and 'double offset' our carbon emissions accordingly. We also carbon offset larger events that we run.

#### Waste/Recycling

SE<sup>2</sup> adopts the general concept of 'Reduce, Reuse, Recycle'. SE<sup>2</sup> minimises its waste by encouraging electronic working and smart use of resources. Where possible, materials are recycled and documents are printed double-sided. We currently recycle paper, card, glass, plastic and tin cans, as well as ink cartridges, batteries and mobile phones.

#### Water

SE<sup>2</sup> minimises its use of water (without adversely affecting the health and safety of its staff).

#### Transport

SE<sup>2</sup> is committed to a green transport strategy, encouraging the use of public transport, bicycles and walking. SE<sup>2</sup> also promotes the use of travel alternatives such as e-mail or phone conferencing.

All staff at SE<sup>2</sup> track their business mileage by distance and mode to ensure that we understand the full impacts of our travel choices.

#### Procurement

SE<sup>2</sup> encourages sustainable procurement options by following the BS8903 guidance. We source and procure recycled and sustainable products and materials where possible. Our areas of procurement include:

- Insurance, bank and professional services
- Stationery, printing and postage
- Computers and software



- Internet and phone
- Utilities and waste
- Travel
- Venues and hotels
- Food and drink
- Consultants

SE<sup>2</sup> also endeavours to buy products locally, thus helping to support local communities and reduce the carbon impact of transport/deliveries.

We work with and influence our supply chain to encourage sustainability throughout.

### Sustainability

In addition to the environmental considerations above, SE<sup>2</sup> has a strong commitment to sustainability in a wider sense. We take Corporate Social Responsibility seriously and have an annual staff volunteering day.

### Targets

In April 2014, we closed our office and decided instead to work remotely from home. This seemed the most appropriate and environmentally friendly option in order to reduce our now long commutes to work and improve our carbon footprint. We are developing ways in which to measure our environmental impact now we work from multiple homes, as there seem to be few tools readily available for us to use. Once we have developed this baseline, we will be able to set targets for 2016. In the meantime, we continue improve our environmental impact by, for example, reducing the amount of paper we use and increasing the green content of our stationery.