

## Environmental and Sustainability

### Aim

Our organisation is committed to improving our environmental performance and implementing best practice to minimise the environmental impacts of our business operations.

We will also implement strategies that will reduce the impact of environmental risks on our organisation.

The document keeps senior management and employees informed about their environmental roles and responsibilities within our organisation.

### Policy aims include:

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- Implementing environmental actions within our organisation
- Monitoring the environmental actions and improvements internally
- Demonstrating leadership by working sustainably with suppliers, communicating with customers and recommending industry-relevant environmental initiatives

### Scope

The Environmental Policy applies to all employees and contractors, both full time and part time. The Policy will be shared with suppliers, partners and consultants to demonstrate and indicate best practice.

### Intent

This Environmental Policy formalises our commitment to supporting the principles of environmental sustainability and recognises that a sustainable environment is central to our organisation and the lives and work of our employees

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### Internal and external framing

We are committed to accelerating the move to a sustainable, low carbon economy and to reduce and ultimately eliminate the impact to the environment from our operations.

### Our commitment:

- Promote responsibility for the environment within the organisation and communicate and implement this policy at all levels within the workforce.
- Assess the environmental impacts of our operations and set objectives and targets annually in order to improve our environmental performance. We will regularly review these targets.
- Provide adequate resources to meet our commitment to this policy and the environment.
- Comply with all relevant environmental legislation/regulation.

- Define and communicate to management, employees and contractor responsibilities so that all are aware of their individual obligations.
- Ensure that all our policies and services are developed in a way that is complimentary to this policy.
- Take into account environmental considerations in our procurement.
- Report our environmental performance in our annual report.
- Encourage all partners and other key stakeholders to commit to improving environmental performance.
- Reduce our organisations use of energy, water and minimise waste by reduction, re-use and recycling methods where possible, whether employees are working in the office or from home.
- Conscious consideration to the level of travel required and the mode of travel, encouraging lower carbon transportation options.
- Ensure the correct level of 'offsetting' is in place to neutralise carbon emissions, but only as a last resort where we have been unable to avoid carbon intensive activities, operate more efficiently or replace or mitigate any residual emissions.

#### Additional actions:

- Working with environmental specialists to work towards net-zero.
- Preparing and promoting our environmental policy and action plan – see appendix 1.
- Setting up an Environmental Champion internally to encourage employees to make suggestions and decisions on operational practices.
- Monitoring and reducing utilities consumption in office buildings and home working and measuring impact of supply chain and company travel.
- Where appropriate, increasing recycling practices and optimising use of technological equipment.
- Promoting, encouraging, and rewarding lower carbon travel choices.

#### As employers we will:

- Share expectation of responsibility for the environment to our employees, board members and service providers.
- Demonstrate clear commitment to the environment and lead by example, to ensure that the protection of the environment is promoted to all employees.

#### Our employees will:

- Be familiar with the environment impact and requirements relevant to their own role and activities and take responsibility for their own impact on the environment.

#### Our suppliers will:

- Provide their own environmental policies to our organisation to demonstrate their carbon footprint and carbon reduction targets, where possible
- Work in collaboration where possible to reduce the overall environmental impact of the


supply chain.

- Communicate this Environmental Policy to all employees, contractors and other stakeholders as well as making this policy available to the general public.

We will review this Environmental Policy annually and measuring targets and performance aspart of that review.

Signed:   
Chair of Trustees

Date: 04/07/2024

Signed:   
On behalf of Management Team

Date: 04/07/2024

## Action Plan

COS strives to review and improve our environmental activities to ensure we are always operating, environmentally, to the best of our ability.

To support this, we have set out the following action plan with targets and activities falling within the Green Key Criteria that we hope to embed in to our business over the coming months and years:

Criteria Area	Action	Time Scale	KPI	Responsibility
Administration	<i>Move to paperless working/ filing *Exemption Where legal requirement means hard paper copies are required</i>	Implemented	<i>Electronic filing system in place. All staff trained in appropriate electronic systems.</i>	Office Manager
Communting	<i>Active encouragement of sustainable commuting the use of public transport, car sharing, cycling, and walking to work.</i>	Ongoing	<i>All staff aware of incentives and benefits of alternatives to driving to work.</i>	Management Team
Green Activities	<i>Identify green activities for visitors who want to engage with community</i>	Implemented	<i>Identified activities that visitors are likely to engage with to complement their</i>	Management Team
Staff Involvement	<i>Dedicated discussion on green commitment and planning in all team and management meetings. Environmental Awareness Training.</i>	2019 – ongoing	<i>All staff members to be aware, engage and influence our Green commitment.</i>	Everyone
Energy	<i>Replace all lightbulbs with Energy efficient bulbs To improve the central heating system. Track monthly consumption and expenditure from bills in an Excel-based format and store all electronic bills.</i>	<i>Bulbs implemented  Heating system 2024  Meters are read and recorded on a monthly basis, then shared with utility company to ensure accurate bills.</i>	<i>Professional assessment</i>	Facilities/ Business support Manager

Visitor Information	<i>To inform visitors and guess of our commitment to our environmental policy and inform them of their responsibilities during their visit.</i>	Ongoing	Including this in advertising and information packs. Including this as part of the fire, H&S and information brief for visitors.	Everyone
Washing and Cleaning	<i>Aim to reduce water usage</i>	Ongoing	<i>Monitoring Water usage and noting reduction. Installing water saving devices in cisterns.</i>	Facilities/ Business support Manager
Indoor Environment	<i>Awareness campaign to educate all staff in terms of turning lights, equipment off when not in use.</i>	Ongoing	<i>Physical Monitoring as well as end of work spot check every day.</i>	Everyone  Office Manager
Waste	<i>All waste and recycling to be managed and disposed of correctly. Direct visits to recycling centre.</i>	Ongoing	<i>All waste is disposed of and recycled as per COS and county guidelines. Unwanted and unneeded furniture has been sold or gifted to ensure it is being used and not disposed of unnecessarily</i>	Everyone
Parks and Parking Area	<i>Designate an area of garden/land for a wildflower meadow to encourage biodiversity.</i>	Complete 2023	<i>Designated green space</i>	Management Team
Water	<i>Rain water collection</i>	January 2024	<i>Installing rainwater collection barrel/ s in external areas and using for irrigation/ watering the dedicated garden and green areas</i>	Management Team
Building Short Term	<i>Action points in Greener Edge recommendations: Insulation Damp proofing</i>	Ongoing	<i>Professional assessment</i>	Board of Directors

Building Mid Term	Action points in Greener Edge recommendations: Solar PV installation Upgrade windows Repair roof	2026	Professional assessment	Board of Directors
Building Long Term	Action points in Greener Edge recommendations: Install EV charging station Upgrade Gas Boiler to a More Sustainable System at End of Life Cycle	2028	Professional assessment	Board of Directors
Net-Zero	All of the above	2030	Net-zero	Everyone