



Collingwood Environmental Planning



Sustainability Policy

Collingwood Environmental Planning (CEP) is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to CEP'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.
- Travel to mainland Europe within a 1000km radius (excluding Scandinavia) normally will be undertaken by train.

Our sustainability definition and ambition

We endorse the spirit of the 'Brundtland' and 'Caring for the Earth' definitions of sustainable development: *'development that meets the needs of the present without compromising the ability of future generations to meet their own needs'* and *'improving the quality of life while living within the earth's carrying capacities'*.

What this means to us is that we operate our professional activities and the management of our organisation in a way that enables all people to realise their potential and improve their quality of life while protecting and enhancing the earth's natural capital. This aspiration is operationalised for our purposes by our sustainability objectives, targets and indicators.

We are therefore committed to continually improve the integration of sustainability into our working environment and business processes. Our aim is to play a proactive role in contributing to achieving sustainability where we have influence. We are committed to accountability and transparency in our sustainability performance.

- 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, and appropriate offsets.
- 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.
- Use an emissions recording scheme for business travel to monitor our impact.

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.
- 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.
- 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.

Monitoring and reporting

Our Sustainability Policy will be monitored and reported on annually (from January 2007), via our website, against the objectives, targets, indicators and targets see below.

Sources of impact	Objectives	Policies and Targets	Indicators	Actions (2007)
Travel by CEP staff	<p>To minimise carbon emissions and other impacts by avoiding unnecessary business travel</p> <p>To minimise the impact of necessary staff business travel by maximising the use of public transport, walking or cycling</p> <p>To offset the residual carbon emissions from business travel</p>	<p>100% of all journeys to work by staff by public transport, walking or cycling (or electric vehicles)</p> <p>90% of the number of journeys and 80% of the distance of journeys by staff on company business by public transport, walking or cycling</p> <p>All travel to mainland Europe within a 1000km radius (excluding Scandinavia) will normally be undertaken by train</p> <p>Reduce year on year the total carbon emissions from CEP travel per full time equivalent (FTE) and £ turnover</p> <p>Increase year on year the proportion of replacements to out of office meetings (e.g. teleconference, video conference and web cam) compared with the total number of meetings</p>	<p>Number of business journeys by mode / distance travelled by mode per annum</p> <p>The ratio of distance (km) travelled by train to distance travelled by air (km)</p> <p>Total carbon dioxide emissions from CEP travel and average per FTE and £ turnover</p> <p>Amount of carbon emissions offset per annum</p> <p>Number of replacements to out of office meetings (e.g. teleconference, video conference and web cam) per annum</p>	<p>Record all lengths of business travel by mode and calculate emissions / warming potential</p> <p>Record the number of out of office meetings and alternatives (teleconference / video conference / web cam) where it is a replacement for meetings</p> <p>Incorporate the above two measures into staff monitoring sheet</p> <p>Develop a target for reducing carbon emissions from air travel per full time equivalent (FTE) and turnover per year</p> <p>Investigate becoming carbon neutral</p> <p>Produce advice for employees</p>
Office energy consumption	<p>To minimise energy consumption</p> <p>To minimise the impact of the energy used by supporting renewable energy sources</p>	<p>All lighting to use low energy bulbs</p> <p>As office equipment is replaced, purchase the most energy efficient equipment when compared with alternatives of a similar cost and performance</p> <p>Maximise the proportion of electricity used from renewable energy sources, whilst also supporting investment in new renewable energy schemes.</p>	<p>Total carbon dioxide emissions from CEP office energy use and average per FTE and £ turnover</p> <p>Total CEP office energy use and average per FTE and £ turnover</p> <p>Proportion of total CEP electricity used from renewable sources</p>	<p>Ensure computer equipment is set to go to standby when left for a short period and equipment turned off at night where practical</p> <p>Install thermostat for heating, if practicable</p> <p>Develop target for the proportion of electricity from renewables and investment in new schemes</p> <p>Produce advice for employees</p>
Paper	To minimise paper use	Total paper consumption per FTE will not increase	Total direct paper consumption and average per FTE and £	Baseline for monitoring paper use to be established and paper use

Sources of impact	Objectives	Policies and Targets	Indicators	Actions (2007)
consumption	To minimise the impacts of producing the paper used	All direct paper consumption will be on 100% recycled paper 50% of paper consumption through print orders will be on recycled paper All new printers to be capable of duplex printing	turnover	monitored Produce advice for employees
Waste generation	To minimise the amount of waste generated To maximise the proportion of waste recycled	All waste office paper and toner cartridges will be recycled All glass, cans and plastic bottles will be recycled All redundant office equipment will be sold or donated for reuse or recycled As office equipment is replaced, purchase the most resource efficient equipment (e.g. toner waste etc) compared with alternatives of a similar cost and performance	Number / weight of bags of rubbish generated per annum and average per FTE and £ turnover Number/ weight of bags of paper recycled per year	Develop system to record waste generated
Water use	To minimise office water use	As equipment is replaced, purchase the most water efficient equipment when compared with alternatives of a similar cost and performance		Review measures that could be taken to reduce water use Produce advice for employees
Working environment	To reduce the impact of emissions / toxins from office equipment			Create a healthy working environment – including having plants in the office
Consumption of other products	To reduce the impact of beverages purchased and to support fairtrade To reduce the impact of products purchased (including product miles)	100% of tea and coffee purchased fairtrade All waste bags to be made from recycled and / or biodegradable plastic Use re-used office equipment where practical		
Local community	To support local businesses and contribute to our local community and the environment	Purchase products and use suppliers locally wherever practical Two days voluntary work by every employee per year	Number of person days of voluntary work undertaken per year	