

# Sustainability Policy

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Appendices 1: Sustainability Charter for PBHA service locations:

1. Outpost

## **1.0 Introduction**

**1.1** This Sustainability Policy is a statement outlining PBHA's commitment and strategy towards all areas of sustainability.

Sustainability is an important concept in the 21<sup>st</sup> Century, with Government departments pledging to meet various environmental targets. Accordingly, suppliers to the voluntary, public and private sectors are expected to follow suit, with a Sustainability Policy often stipulated if they wish to tender for contracts.

PBHA's Sustainability Policy outlines sustainability considerations within business decisions, with a plan of how to prevent issues arising. This includes encouraging staff to use public transport (where possible) and ensuring we are doing our best to recycle. PBHA aims to show consideration to the environment and natural resources.

**1.2** This policy should be read in conjunction with PBHA's Sustainable Procurement Policy which aims to ensure high quality goods and services are procured in a sustainable manner enabling social progress and recognising the needs of all stakeholders, including the wider community.

**1.3** Where possible PBHA aspires to work to recognised quality standards in sustainability such as the Green Mark. Following this, PBHA will develop an implementation plan and use an environmental management system to demonstrate our environmental credentials.

## 2.0 The aims of PBHA's Sustainability Policy

PBHA's aims within this Sustainability Policy are:

- To reduce greenhouse gas emissions from PBHA's operations
- To reduce the consumption of primary raw materials
- To encourage the use of sustainable travel practices by staff, tenants and participants
- To encourage and develop sustainable approaches to the built environment in our construction, refurbishment and maintenance programmes.
- To minimise waste production and diversion from landfill through increasing reduce, reuse and recycle.
- To consider sustainability in the procurement of goods and services.
- To enable our tenants and participants to build environmentally friendly lifeskills.
- To promote environmentally sustainable behaviours among the PBHA community.
- To support staff, tenants and participants to engage in activities which promote a more sustainable future, for instance to practice the waste hierarchy.
- To comply with legal and other regulatory requirements.
- To develop, implement and monitor an environmental management system.
- To communicate the policy well to our stakeholders (tenants, participants, funders, the regulator, suppliers, colleagues) including inducting and training colleagues to implement the policy.

### **3.0 Risk assessment**

**3.1** PBHA has used the Green Mark assessment tool to assess the impact the organisation and its work has on the environment and society. This assessment underpins this policy.

**3.2** We have considered legislation governing PBHA's role as a landlord, our vocational and community and our office based services. We have considered regulatory requirements in our capacity as a Registered Social Landlord. We have incorporated our regulator, the Homes and Community Agency's code into our practice. We have considered our direct use of resources such as energy consumption, the full life cycle of the products or services we use, how our supplies are delivered, and how our tenants and participants dispose of their waste. We are developing an action plan which will be reviewed bi-annually and we will use this to continually improve our services and improve their sustainability.

**3.3** As a community based small registered social landlord, our housing services are integrated closely into the local community. We have considered how our organisation impacts the local community, whether by managing neighbourhood impact through developing locality action plans, sourcing local suppliers and recruiting local people.

### **4.0 Policy Review**

This policy will be reviewed every three years in conjunction with new legislation and the Business Plan.

Written: May 2014

Due for Review: May 2017

Lead Responsibility: Chief Executive

## Appendix 1

# Outpost Sustainability Charter

## Introduction

PBHA Creative Industries is currently looking for ways to embed more sustainable practices across all its programmes. In Outpost, we have put this proposal together to establish and embed a culture of sustainable practices that aim to:

1. strengthen and protect global environments, helping to safeguard and maintain natural resources
2. increase connection and commitment to local provenance for stock, and promoting and encouraging customers to share our vision
3. reduce waste and toxics
4. improve efficiency and reduction in operating costs in Outpost

### 1. strengthen and protect global environments, helping to safeguard and maintain natural resources

Many of the products sold in Outpost are in a processed format – ceramics, glass, paper, cardboard, wood, textiles (wool and cotton) and some plastics.

Outpost intends to continue and implement the following steps:

- increase our base of local suppliers and place a higher value on products whose materials are sourced in the UK
- only use Forest Stewardship Council (FSC) certified wood in our furniture and wooden product from sources as local as possible and where possible and appropriate use recycled wood
- create a niche market for upcycled furniture from our Creative Industries workshop to reduce production and recycle furniture that already exists
- use recycle paper in all our cards and paper products as well as throughout our office supplies
- control our energy usage by turning off all window display lighting at night, using energy efficient light bulbs, turn off lights and electrical equipment when not in use

## 2. Increase connection and commitment to local suppliers, reduced manufacturing CO2 emissions and use of recycled materials in stock t local provenance for stock, and promoting and encouraging customers to share our vision

Outpost staff, volunteers, interns and trainees are key to building a culture of attention and commitment to product provenance, waste management and recycling within the shop. Therefore we will:

- Establish recycling and elimination of waste as an integral part of health and safety inductions
- Introduce product provenance conversationally during one-to-one training moments and later encourage it as part of peer-to-peer learning
- Write product provenance awareness into course training materials
- Put in place sustainability charter posters in the communal area to support consciousness raising amongst staff and trainees
- We will state our commitment to safeguarding and maintaining natural resources in our marketing and communications literature and make it a point of note when talking to our customers on the shop floor

## 3. Reduce Waste and Toxics

Reducing waste and toxics aims to impact positively on both immediate environment of the joinery and the global environment. We will therefore do the following:

### ***Reduce Waste***

- Segregate all waste to maximise recycling opportunities
- Reduce waste by preventing any other recyclable materials from entering landfill (paper, cardboard, solvents, metals, plastics, etc.)
- Set up working, intuitive systems in Outpost to make reduction of waste and recycling easier than landfill and encourage trainees and volunteers of Outpost to think about similar systems in their homes
- Waste hierarchy posters displayed near waste bins

### ***Reduce Toxics***

- Select products that generate acceptable levels of emissions and/or ones that do not contain harmful by-products
- Ensure that health and safety standards are upheld within the shop environment and that COSHH cupboard is used



- Purchase locally produced materials where possible and/or locally manufactured goods in order to reduce the level of carbon in the global environment, by minimizing transportation

#### 4. Improve efficiency and reduction of costs in Outpost

Establishing a more sustainable shop can potentially have an impact on efficiency and reduction in operating costs as well as increasing sales and commissions through 'eco' value add. We will:

- Showcase the use of sustainable materials in Outpost and use credentials as a value add for Creative Industries products
- Careful use of electricity and move to replace all Halogen energy efficient bulbs with LED energy efficient bulbs will impact running costs
- Implement sharing all documents across the Creative industries through hyperlinks rather than attachments to streamline communications and reduce energy wastage in sending large files