Community Systems Environmental and Sustainability Policy

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Scope	Community Systems is committed to the responsible use of energy, water and other resources with the aim of minimising any negative impacts on the environment whilst maintaining operational goals and an acceptable working/living environment for staff, clients and learners.
Principles	The company is committed to continuous improvement in environmental performance, achieving best practice including assessment against "Green Mark" standards. The company is committed to meeting, and where possible exceeding, all relevant environmental legislative and other requirements, and reviews it's practises against "Green Mark" newsletters updates regularly. Community Systems work with Brent Authority priorities to: **A Cleaner, Greener Future** by doubling down on anti-social behaviour, making cleaning services more responsive to local communities, working together to reduce our carbon footprint and giving local people more opportunities to help shape decision-making. **Respect and Renewal** in Brent by creating more genuinely affordable housing and ensuring sustainability is central to the growth of our borough and local economy. **A Healthier Brent** by finding solutions to eliminate health inequalities with local communities and making it easier for everyone to live healthier lives.
Process	To this end the company will provide senior level commitment, an appropriate management structure and cost-effective resources to achieve these standards which will contribute to environmental improvement and long term sustainability, including: • implementing policies and procedures to minimise our waste production and carbon footprint. • promoting environmentally responsible procurement of goods and services • minimising waste production and reducing the environmental consequences of waste through re-use and re-cycling • avoiding or limiting wherever practical the use of environmentally damaging substances, materials and processes • preventing/reducing pollution through the use of specialist waste carriers for toxic, chemical and hazardous waste; • minimising any adverse environmental impact of new developments in business

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	• communicating within the company and to the outside community on environmental performance and best practice. This policy is supported by guidance on good practice, targets and plans for improvement within the company. This policy will be made available to staff, clients learners, and the community and will be part of a broader campaign to promote awareness and understanding of environmental issues. This policy will be reviewed annually. The Senior Management team are responsible for ensuring compliance with this policy. The company is committed to incorporating sustainability into the curriculum where possible. If any course or centre would like help on how to incorporate sustainability within their learning programme this would be encouraged.
General practices	As an office based organisation the majority of our waste streams are non hazardous. There are some exceptions and these are listed in our waste inventory. Nevertheless we have a commitment (both on environmental and economic grounds) to take account of the waste hierarchy in all our processes and procedures. This hierarchy is as follows: • **Prevent** – e.g. use of electronic communications will prevent paper consumption • **Reduce –** use of double sided copying/printing can reduce paper usage by 40%. Use of fonts such as Ariel and Century Gothic can significantly reduce the amount of toner used • **Reuse** – e.g. many consumable items such as plastic folders, envelops, paper used on one side etc can all be reused – please see reuse bins in the centre. We now issue learners with reusable / refillable drinking bottles, rather than disposable cups for water. • **Recycle** – we use specialist waste collectors who recycle toner cartridges and confidential paper waste (is shredded and composted). Our general waste streams are also collected y registered carriers who sort and recycle waste at central depots. We also use informal arrangements with staff to recycle paper and charities to recycle computers • **Recovery** – this refers to recovery, generally, of energy from waste. E.g. our confidential waste is composted to recover organic materials (reuse in agriculture). Other wastes may be sent to incinerators (e.g. SELCHP) where combustion heat is recovered to generate electricity. • **Landfill** – this is a last resort for waste – and getting increasingly expensive as space becomes limited. It is important to note that not only does the environmental impact increase down the hierarch, so does the cost – ultimately this comes back to our organisation. • **Travel**– The company would seek to encourage greener methods of transport wherever possible in the order of: o Walking – benefits to health, wellbeing and environmental impact

	- Cycling - benefits to health, wellbeing and environmental impact - Mass Public transport- benefits to environmental impact - Car sharing – limited benefits to environment - Whilst we can provide safe and secure areas for bikes we cannot guarantee to provide loans for annual travel cards due to the nature (length) of our business contracts - Work patterns are designed to minimise travel - We have also introduced virtual delivery of some courses which removes the need for travel by tutors or learners • **Purchasing & Procurement** – we routinely check pricing against green credentials and where possible will buy those with greener scores. The purchasing of consumables and equipment will take into account the following in addition to cost: - Buying in bulk – taking into account storage requirements - Reduction of waste – minimise overbuying - Recycled materials (e.g. paper products) - Forest certification for paper - Reconditioned equipment – e.g. computers - Energy efficiency and ratings e.g. Energy star - Special Requirements for recycling/disposal
Waste Inventory and current targets	We have developed a waste inventory that will be updated regularly. Messages linked to reducing waste are displayed in relevant places e.g. turn off the light messages in classrooms and printing on two sides on copiers. By monitoring our waste streams we produce less waste and gain knowledge that informs changes to policies and practices to reduce our environmental impact. Current targets: - To sustain our reduced paper use maintaining the level set in 2015. (relative to business size) - Maintaining double sided printing and copying - By scanning documents into an electronic archive rather than a paper archive – this mainly related to learner files. - Discouraging the printing of emails and other electronic documents where possible. • Energy use – currently we are unable to monitor energy use (this forms part of the serviced office rental). But we are encouraging the following measure that will be monitored over coming months: - Lights to be switched off in unused rooms - Computers to be <u>switched off</u> (NOT JUST on STANDBY) when not in use and certainly at the end of each day. - Boiler water temperature will be maintained at 60°C • Travel – to encourage more environmental use of travel options - To maintain the number of staff using more environmentally friendly commute. Aiming at 75% of staff commuting this way.

	o Staff to consider options such as cycling, public transport, car sharing, wherever possible. Note the number of parking spaces are being reduced by the landlord and this will impact on current practice.
	o Staff are also encouraged to home work if appropriate to their role. Therefore reducing the need for travel totally.