



# Environmental Sustainability Policy

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## 1. Policy principles

NCFE recognises it has a responsibility to ensure its operations contribute toward environmental sustainability and aims to improve its environmental performance.

### Our statement of general policy is to

- Ensure our environmental management system is appropriate to the nature, scale and environmental impact of our activities and services.
- Create awareness amongst colleagues, contractors and stakeholders.
- Provide information, instruction, training, and supervision.
- Promote best practice.
- Encourage the development of new ideas and initiatives.
- Ensure, as a minimum, that legal compliance is achieved.
- Reduce waste disposal and consumption of energy, water and other natural resources.
- Increase the use of recycled material and products from sustainable sources.
- Risk Management to minimise any environmental risks.

## 2. Introduction

This policy will align to continuous improvement of the Management System which ensures a positive Health and Safety Culture at NCFE.

### We will:

- Provide a framework for the setting of the environmental objectives and targets.
- Monitor progress against objectives and targets at relevant functions and levels.
- Be committed to continual improvement and reduction of carbon footprint.
- Ensure that this policy is communicated to all colleagues and interested parties where necessary.

### 2.1. Purpose

NCFE will ensure that we become a more environmentally sustainable business.

We will work to reduce, where possible, our emissions from operations or activities that we know contribute significantly to our carbon emissions by tracking our emissions and providing a SECR return.

### 2.2. Scope

This policy applies to: -

- All colleagues, flexible workers, visitors, tenants and contractors visiting NCFE

- owned properties
- Any future business units or subsidiaries.

Our carbon accounting and emissions are categorised into three scopes.

### **Scope 1: direct emissions**

These include emission from NCFE's owned or controlled sources. For example, greenhouse gas emission from air conditioning units.

### **Scope 2: indirect emissions (owned)**

These include emission from purchased or acquired energy. For example, the electricity to light our head office in Newcastle.

### **Scope 3: indirect emissions (not owned)**

These include emissions that occur because of NCFE's consumption. For example, the production of exam papers.

## **2.3. Responsibilities/duties**

### **Executive team**

The Exec team, so far as is reasonably practicable, is responsible for:

- ensuring the effective implementation of the Environmental Policy
- delegating responsibility for environmental matters to the Head of Health, Safety and Facilities
- providing adequate resources to ensure that NCFE's environmental objectives are met
- being an advocate for the continual improvement of the company's environmental performance.

### **Head of Health, Safety and Facilities**

The Head of Health, Safety and Facilities has specific responsibilities to provide the organisation with competent advice and support. They are responsible for the communication of this policy. At an operational level, they are responsible to the CEO for the implementation and review of the company's health and safety arrangements.

The Head of Health, Safety and Facilities, so far as is reasonably practicable, is responsible for:

- attending meetings in the interest of continuous improvement
- ensuring the effective implementation of the Company's Environmental Sustainability Policy in the areas for which they have control
- advising regarding the effective implementation of the Company's Environmental Sustainability policy
- providing advice to Sustainability Forum on the environment as required.

### **Line Managers (Heads of Department, Directors, and all Line Managers)**

Line Managers are responsible for all matters relating to health, safety, and environment within their teams. They will:

- ensure that the Environment Sustainability policy is understood by colleagues within their teams and is managed with the aim of continually improving standards associated with work activities wherever they are undertaken
- set an example in good practices when dealing with environmental matters especially waste management
- ensure that the provision of adequate environmental information, instruction and training is made available to all colleagues in their charge where applicable
- hold regular team meetings which include any changes to our environment policy and procedures
- address any environmental concerns raised by colleagues
- discuss any significant environmental issues/concerns with the Head of Health, Safety and Facilities
- encourage and support colleagues in participating in the Sustainability Forum.

### **Sustainability forum representative**

All Forum representatives are responsible for ensuring the effective implementation of the company's Environmental Sustainability policy in the areas for which they have control. They are also responsible for:

- ensuring departmental representation at meetings
- submitting environmental information to the committee as and when required
- disseminating relevant information from the Committee meetings to colleagues within their department
- co-operating and assisting with the timely preparation of internal and external audits and inspections
- providing updates on relevant KPIs and objectives.

All colleagues are responsible for ensuring that the Environmental policy, procedures and relevant environmental requirements are complied with, within their areas of responsibility and operation. They are also responsible for reporting all environmental incidents and for attending environmental training when requested.

### **Objectives, targets and programmes**

We are committed to compliance with the UK Energy Savings Opportunity Scheme (ESOS), which came into force in December 2015 and aims to help businesses achieve latent cost-effective energy efficiency potential. Crucial to our environmental sustainability policy is pinpointing and enacting measures to enhance environmental management and performance.

As part of this Scheme, energy, efficiency audits have been carried out and must be repeated every four years to identify potential improvement and give recommendations.

The Head of Health, Safety and Facilities has specific responsibilities to provide the organisation with competent advice and support. They are responsible for the communication of this policy. At an operational level, they are responsible to the CEO for the implementation and review of the company's health and safety arrangements.

## 2.4. Definitions

Word/Acronym	Definition
ESOS	Energy Savings Opportunity Scheme
SECR	Streamlined Energy and Carbon Reporting

## 2.5. Location

This policy will be available on QMS SharePoint.

## 3. Process

### 3.1. What will we do?

#### Scope 1: direct emissions

- Upgrade our HVAC system
- Encourage our car users to switch to a car allowance/electric vehicle.

#### Scope 2: indirect emissions (owned)

- Investigate the potential of installing solar power at Q6 Head Office.

#### Scope 3: indirect emissions (not owned)

- Create a benchmark for our suppliers to ensure they are contributing to positive climate change.
- Encourage colleagues/workers to utilise sustainable transport options.

### 3.2. Landscape

NCFE recognises the significance of biodiversity in urban areas as both a means of offsetting carbon emissions and a way of protecting local ecosystems. As such we are committed to using our external spaces at our head office in Quorum Park to encourage wildlife growth.

### 3.3. Infrastructure

As part of our work with our suppliers we will discuss the opportunities we have to reduce our carbon footprint through efficient management of our plant and machinery.

We will aim to run our head office at Quorum Park in the most efficient way possible.

### 3.4. Waste

Waste in general has significant economic, environmental and social impacts.

NCFE will aim to maximise the use of reduce, reuse, recycle. We will investigate additional waste streams for their viability.

We will work with our Procurement and Supply team to identify waste streams of our suppliers. We will further investigate the operation of our plant with our suppliers to find further effective ways to operate.



### **3.5. Utilities**

NCFE will record how our utilities at our Q6 building are used with a view to look for efficiencies within our systems.

### **3.6. Transport**

Travel accounts for approximately 26% of the UK's carbon emissions. NCFE recognises the importance of helping our colleagues to think about travel options and make sustainable choices.

We will create and develop a travel plan to promote sustainable travel that can reduce the environmental and social impact of transport emissions.

### **3.7. Awareness**

Business sustainability is about more than just carbon reduction. It's about creating a community within NCFE, where sustainable objectives are embedded into the core of our business.

These values and behaviours will reach all colleagues working both on and offsite.

### **3.8. Communication**

This policy will be available upon request from external stakeholders by adherence to the transfer of information policy.

This policy will be communicated to all colleagues via internal communications.

Effective reporting is essential to any successful sustainability strategy. Without goals to work towards it is impossible to effectively measure progress

Our waste management and utilities are tracked via our utility bills and our external waste partner.

We will complete our ESOS Surveys in line with government guidance using our external partners. They will produce a report with recommended action(s) to lower our carbon emissions

## **4. Initial Equality Impact Assessment**

An Initial Equality Impact Assessment has been completed for this policy, and no concerns were raised.

## **5. Associated documents**

Carbon Reduction Plan

## **6. Implementation and dissemination**

This policy will be communicated via internal comms and available on Colin QMS SharePoint.

## **7. Monitoring arrangements**

The policy will be reviewed on an annual basis.

## **8. Data retention**

No personal data is retained as part of this policy.

## 9. Appendices

### Appendix A - Environmental sustainability action plan

<b>Theme 1: Landscape</b>				
<b>Objective</b>	<b>KPI</b>	<b>What does success look like?</b>	<b>Owner</b>	<b>Progress</b>
Explore opportunities to re-wild spaces along the perimeter of Q6	Planting of three wildlife supporting bush/shrub over next three years	Wildlife activity in wildflower space	HSF team and Sustainability forum	Improvement to environment
Introduction of wildlife habitats	Addition of bug hotel and bird boxes	Increased wildlife activity external space Q6	HSF team and Sustainability forum	Improvement to environment
<b>Theme 2: Infrastructure</b>				
<b>Objective</b>	<b>KPI</b>	<b>What does success look like?</b>	<b>Owner</b>	<b>Progress</b>
Reduce F Gas use	Analysis of operation of cooling system to explore what efficiencies (if any) can be introduced	Reduction in use of air con & reduction of energy usage		Continuous improvement - energy
Install variable speed drives to AHUs fans and chiller pumps	Investigate the possibility of installing inverters to enable a turn down of the speed of the motors	Reduction in energy usage		As above
Low energy filters in AHUs	Investigate replacing standard filters with low energy filters	Reduction in energy consumed		As above
Solar Panels	Investigate viability of installation of solar panels	Reduction of electricity costs		As above

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<b>Theme 3: Waste</b>				
<b>Objective</b>	<b>KPI</b>	<b>What does success look like?</b>	<b>Owner</b>	<b>Progress</b>
Create a database to record waste tonnage – contact Veolia on tips to reduce waste	Currently with Head of Financial Services for building – KPI will be dependent on what the spreadsheet looks like	Traceability of waste storage to end point		Waste management – we are already at legal requirement via our contracts
Investigate Metrisk recycle solution – alternative solutions to items not traditionally recycled such as crisp packets and sweet wrappers	Explore opportunities to work with Metrisk for recycling – possibly join quorum scheme	Recycling points around the building		As above
Investigate possibility of a composting for the building	Compost collection at each tea point	Awareness of compost collection point – colleagues' use of collection point?		As above
<b>Theme 4: Utilities</b>				
<b>Objective</b>	<b>KPI</b>	<b>What does success look like?</b>	<b>Owner</b>	<b>Progress</b>
Create database to record utilities	Currently with Head of Financial Services for building – see point above	Ability to compare utility usage year on year		Improvement – tracking energy usage
Speak to Northumbria water for engagement & tips on reduction	Reduction of our water usage. Amount to be decided once contact has been made	Reduction in water usage		As above

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