

## SUSTAINABILITY POLICY

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Approved</b>	<b>Owner</b>
<b>May 2018</b>	<b>1</b>			<b>CEO</b>
<b>June 2020</b>	<b>2</b>	<b>Annual Review</b>		<b>CEO</b>

## **1. Sustainability Policy Statement**

1.1 The purpose of this policy is to ensure that ThinkForward adheres to and promotes sound sustainability practices, in terms of both environmental and community sustainability. With this policy, ThinkForward:

- Adds its own sustainability commitment to that of its funders, commissioners and providers
- Acts to ensure that its work complies with relevant legislation
- Mandates the CEO to take executive responsibility for taking forward and implementing this commitment.
- Requires the CEO to report to the board annually on progress made, including statistical information on ThinkForward's annual environmental performance. (See Appendix 1 for data range to be reported)
  - This annual environmental report will also cover any positive progress made in helping clients and wider community improve their environmental performance.
  - The annual environmental report will be presented at the same board meeting as the annual accounts.
- Requires progress on improvement of ThinkForward's environmental performance to be a standard item at senior management meetings.

## **2. Environmental Sustainability Commitments**

2.1 ThinkForward's Environmental Sustainability Commitments are as follows:

- All staff contracts will include a clause stating that staff will be expected to help ThinkForward in carrying out its aim of being an environmentally responsible organisation, in how they carry out their day-to-day duties. Relevant job specifications will be drafted to include relevant individual environmental responsibilities e.g. for facilities and financial managers and induction procedures for new staff will include information on the charity's environmental practices.
- ThinkForward will ask all our current and future suppliers for their environmental policies and for evidence of implementation of such policies and indicate that such performance will be used as criteria for supplier selection.
- ThinkForward will seek to have relevant environmental clauses included in all future contracts agreed with outside bodies.
- ThinkForward will include environmental responsibility training in staff training programmes.

- ThinkForward will seek to make all of its current and future premises to be as energy and water efficient as practical and will develop a Recycling and Zero Waste Policy with an objective of eliminating all waste to landfill / incineration and seeking to avoid creation of waste in the first place.
  - Where we do not own premises, we will work with the owners to influence them to adopt and achieve this ambition.
- ThinkForward, if or when involved in lobbying various agencies, will press for environmental policies to be integrated where relevant, including all local government and charity sector policies that affect the homeless, vulnerable and wider community e.g. seeking zero carbon and high water efficiency standards for any proposed new homes or hostels for the homeless or elderly.
- ThinkForward will observe environmental legislation as a minimum standard and seek to out-perform current legislative requirements where practical.
- ThinkForward will develop and maintain a sustainable transport policy, seeking to reduce unnecessary travel and making the transport that is necessary as sustainable as possible and will monitor progress annually.

### 3. Community Sustainability Policy

3.1 ThinkForward is also dedicated to supporting community sustainability. We intend our work to be delivered through a sustainable, innovative and productive economy that delivers high levels of employment and a just society that promotes social inclusion, sustainable communities and personal wellbeing. Our community sustainability commitments are:

- We will aim to provide learning opportunities to our young people for skills and jobs that have a positive sustainable influence on the local community.
- We will contribute to the sustainable development of the community within ThinkForward's footprint by reducing skills gaps locally.
- We will aim to support local businesses within the community for our organisation's own expenses and purchasing needs.
- We will work to have ad hoc work experience opportunities sourced by businesses in the local community

### 4. Green Purchasing Policy

4.1 ThinkForward commits itself to drawing up a green purchasing policy that requires staff to judge any purchasing decisions based on a green purchasing hierarchy

- **Reduce**: ThinkForward will firstly question whether a purchase is strictly necessary and if it is, whether the amounts required could be reduced.
- **Re-use**: Secondly it will seek to buy re-used items in preference to new items where practical.

- **Recycle:** If new items must be purchased, we will seek whether there is a feasible option of buying products made locally, from recycled materials or a more energy efficient model.

### Appendix 1 – Annual Reporting Data

- A. Any staff mileage / fuel paid for or used
- B. The actual annual energy Carbon Footprint – calculated from the above figures.
- C. Total amount of photocopying paper used
- D. Percentage of paper and publications printed on recycled paper during the year

\*From complete list of:

- A. Kwh electricity used
- B. Kwh green electricity produced onsite.
- C. Percentage of electricity purchased from a green electricity supplier.
- D. KwH of gas used
- E. Number of flights (if any) taken by staff etc.
- F. Any staff mileage / fuel paid for or used
- G. The actual annual energy Carbon Footprint – calculated from the above figures.
- H. The amount of un-recycled rubbish produced
- I. The amount of recycled rubbish produced
- J. Annual recycling rate calculated as a percentage from above two figures
- K. Amount of waste diverted from landfill by your charity shops if you have them.
- L. Total amount of photocopying paper used
- M. Percentage of paper and publications printed on recycled paper during the year
- N. Total number of litres of water consumed.