



# INTACT SUSTAINABILITY POLICY

Author: A. Barkley

Date Implemented: 8 November 2016

Review Date: 8 November 2018

Signed:  
Chief Executive Officer

## **Background**

This policy aims to outline the fact that Intact is committed to trading for the good of people and the planet. We recognise that in our day-to-day operations we inevitably have an effect on the local, regional and global environment in a number of ways and we wish to minimise the potentially harmful effects of such activity wherever and whenever possible. As parts of our continuing drive for quality in all things we have therefore developed a comprehensive policy statement. This Sustainability Policy covers the following areas: carbon footprint, waste, recycling and re-use, transport and sustainable procurement. The policy applies to Intact employees, to workers employed via agencies, contractors in terms of employment, volunteers, Trustees/Directors and project participants – hereafter referred to as ‘staff and participants’.

This policy covers the following areas: carbon footprint, waste, recycling and re-use, sustainable procurement and green travel.

### **1) Carbon footprint**

Intact acknowledges that climate change is one of the biggest challenges facing the environment today. We further acknowledge that we have a part to play in the mitigation of climate change through the reduction of its carbon footprint. We will do so by:

- encouraging staff and participants to save energy by switching off all unused or unnecessary appliances
- where possible fitting energy-saving lightbulbs
- investing in the improved energy efficiency of the products we use. In the purchase of new equipment every effort will be made to source those which use energy most efficiently
- promoting the use of natural light and ventilation; and
- minimising the use of paper by encouraging staff and participants to use documents electronically where possible and when printing to print on both sides of the paper.

### **2) Waste, recycling and re-use**

Intact acknowledges that a reduction in waste leads to a reduction in the carbon footprint as well as conserving resources and minimising pollution, and seeks to minimise waste and to promote recycling and re-use. We will do so by:

- ensuring that staff and participants dispose of any hazardous waste responsibly
- recycling those materials that are recyclable namely paper, cardboard, glass, tetra packs, tins, textiles, used toner cartridges and mobile phones
- re-using where possible, for example by re-using paper which is only printed on one side

- repairing or upgrading equipment when is no longer fit for purpose rather than disposing of it and purchasing replacements; and
- donating any suitable objects or materials which are surplus to requirements to a social enterprise or charity.

### **3) Transport**

Intact acknowledges that a reduction in car usage can reduce the carbon footprint. We will seek to do so by encouraging staff and participants to reduce their car use when travelling to work and/or while on project business by promoting:

- car-sharing
- public transport, eg by allowing staff and participants to plan their arrival and departure times around sustainable travel options, public transport, cycling and walking
- encouraging staff to walk or cycle whenever possible, eg by providing secure cycle storage, and taking part in the Department of Transport Cycle to Work Scheme where possible
- promoting the use of digital communications to reduce the need for travel to meetings; and
- including information about public transport, cycling and walking when directing staff or participants to project venues.

### **4) Sustainable procurement**

Intact recognises that procurement can be a powerful tool and that sustainability should be embedded into our procurement activities. We will do this by considering the environmental and social impact of all our purchases. For example, where possible, Intact will purchase:

- from a social enterprise
- locally
- fair trade tea, coffee, sugar, biscuits etc
- recycled paper and other consumables
- refurbished rather than new furniture and equipment; and
- environmentally-friendly cleaning products.