



ENVIRONMENTAL AND SUSTAINABILITY POLICY

Version Number:	3
Date Created:	4 August 2016
Revision Date:	4 August 2019
Next Revision Date:	4 August 2022

Table of Revisions

Revision Number	Revision Date	Summary of Changes	Author
1	08/2016		
2	05/2017	Formatting changes	S Steels
3	08/2020	Correcting job roles/titles	M Palmer

1. Policy statement

- 1.1. Green Energy Switch (GES) recognises that all businesses impact on the environment in a variety of different ways.
- 1.2. As such we are committed to the continual improvement of our environmental and sustainability performance in relation to our services and operations. We aim to follow and promote good sustainable practice, to reduce our environmental impacts and to help our clients and partners do the same.
- 1.3. We have identified the following key environmental and sustainability impacts associated with the operations of the organisation, development and delivery of projects and the provision of project support to local authorities, businesses, community groups and members of the public.
 - Consumption of energy, water and other resources
 - Transport issues relating to travel to work and meetings
 - Waste disposal
 - Purchasing
 - Community involvement
 - Investments – banking and pensions
 - Upkeep of premises, including gardens

2. Scope

- 2.1. This policy applies to all GES staff and other workers of the organisation (such as self-employed contractors), and volunteers and interns who are working on behalf of GES.

3. Commitments

- 3.1. GES is committed to reducing these and other impacts and to the continual improvement of our environment performance and to help achieve this, we have registered as members of the Investors in the Environment (iE) Scheme.
- 3.2. As members we are committed to working with our staff, customers, suppliers, investors, contractors, regulatory bodies and neighbours to;
 - Meet and where possible exceed all environmental regulations relevant to our organisation and its activities.
 - Increase cost-effectiveness by reducing our consumption of energy and raw materials
 - Reduce waste, pollution and noise both locally and in the wider environment
 - Systematically assess all aspects of our company
 - Set targets for measurable annual improvements
 - Make our progress available for independent assessment
 - Integrate sustainability considerations into all of our business decisions
 - To ensure that staff are fully aware of our Environmental and Sustainability Policy and are committed to implementing and improving it
 - To minimise the impact on sustainability of all office and transportation activities
 - To make clients and suppliers aware of our Environmental and Sustainability Policy and encourage them to adopt sound environmental and sustainable management practices.

4. Practical Steps

- Walk, cycle and/or use public transport to attend meetings, site visits, etc. apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.
 - Reduce the need for staff to travel by supporting alternative working arrangements, including home working etc., and promote the use of public transport
 - Minimise our use of paper and other office consumables by printing double sided and identifying opportunities to reduce waste.
 - Utilise second-hand equipment where possible
 - Arrange the reuse or recycling of redundant materials and equipment.
 - Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
 - Utilise an effective Environmental Management System.
 - Ensure that all catering uses sustainable food, with a default of vegetarian/vegan food choices at GES events
 - Purchase fair trade and/or organic and/or local.
 - Give back to the community through staff participation. GES offers staff 1 day per year to volunteer in the community and hosts events like Zero Waste Week, litter picking, etc for staff.
 - Review banking and pension arrangements to ensure that these are in line with the ethical principles of the organisation
 - Sustainably manage the office premises, e.g; 'Eco Friendly' cleaning products, peat free compost, wildlife friendly garden maintenance.
- 4.1. It is the responsibility of all employees, visitors and contractors to fully support this policy through active participation and co-operation.
- 4.2. GES reserves the right to decline working with persons or entities that have a negative impact on the environment.
- 4.3. This environmental and sustainability policy will be displayed at all times and is openly available to all members of the public via our website – www.greenenergyswitch.co.uk
- 4.4. The introduction and implementation of this policy is a commitment of GES management and a shared responsibility with our employees. The policy will be updated as appropriate as part of the organisation's annual review.

SIGNED: *M. Palmz*

POSITION: GES Director

DATE: 4 August 2019



MEMBER

Environment Champion: Lewis Jones / Zoe James