

# DISABILITY POSITIVE ENVIRONMENTAL POLICY AND PLAN

## Revision History

Version	Revision Date	Revised by	Section Revised
1.1	20/09/2019	LT	4- removal of reference to HoO
	20/09/2020	LT	Appendix 1
	31/10/21	LT	Annual Review – no changes
1.2	30/11/2022	LT	4
1.3	04/04/2023	LT	5 and Appendix 1

## Document Control

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## 1 POLICY STATEMENT

**Disability Positive** (hereinafter referred to as the “**Company**”) is committed to minimising the impact of its activities on the environment, to reduce its carbon footprint. In line with our Strategy 2020 – 2030; the Company endeavour to continually improve its environmental performance and maintain a commitment to reducing its emissions to achieve carbon neutral by 2030.

The Company will measure our impact on the environment and have set targets for ongoing improvement.

## 2 PURPOSE

The purpose of this policy is to ensure adherence to all relevant environmental legislation and to establish and review the environmental strategic objectives in line with this policy.

## 3 SCOPE

This policy applies to all staff within the Company (*meaning permanent, fixed term, and temporary staff, any third-party representatives or sub-contractors, agency workers, volunteers, interns and agents engaged with the Company in the UK or overseas*).

## 4 RESPONSIBILITIES

The Company expect all staff to take personal responsibility for the application of this policy. As part of your induction, you are expected to read and familiarise yourself with this policy, ensure that this policy is properly observed and fully complied with. The Company will also ensure that all staff are provided with the time, resources and support to learn and understand the environmental policy, priorities and expectations.

The Operations Manager is responsible for monitoring performance and reporting any concerns quarterly.

The Chief Executive Officer is responsible for the overall evaluation of the Environmental Policy and reporting against the 3-yearly targets.

The Company are dedicated to improving our performance, services and functions through the auditing of our environmental policy and plan. Where gaps are identified, we will put corrective actions and mitigating solutions into place as soon as possible.

This policy should be read in conjunction with the **Social Value Policy**.

## 5 ENVIRONMENTAL STRATEGIC PRIORITIES

The Company will focus on the following impact areas, as detailed in our Environmental Plan (Appendix 1):

- Use renewable energy;
- Promote greener travel through virtual working, car sharing and accessible public transport;
- Train our workforce;
- Maintain our building and facilities;
- Reduce, repair, reuse and recycle;
- Reduce waste;
- Offset remaining carbon footprint.

## 6 REDUCING OUR IMPACT

The Company is committed to reducing our carbon footprint and emissions by 10% each year to achieve our aim of being carbon neutral by March 2030. The Company will look to make changes in our workplace to reduce our carbon footprint over the life of our Strategy, including prioritising a move towards 100% renewable electricity, exploration of solar powered energy, reducing travel and investing in digital technologies.

From 2029 we will start to offset our carbon footprint, as a policy-driven investment to become fully carbon neutral by 2030, which we can accelerate to achieve net zero sooner, as necessary.



Further details can be found in our Environmental Plan: Appendix 1 of this policy.



## Appendix 1

# OUR PLAN TO ACHIEVE NET ZERO BY 2030

## Our Priorities

The Company approach to achieving our aim of being carbon neutral by 2030 is underpinned by the following seven strategic principles:

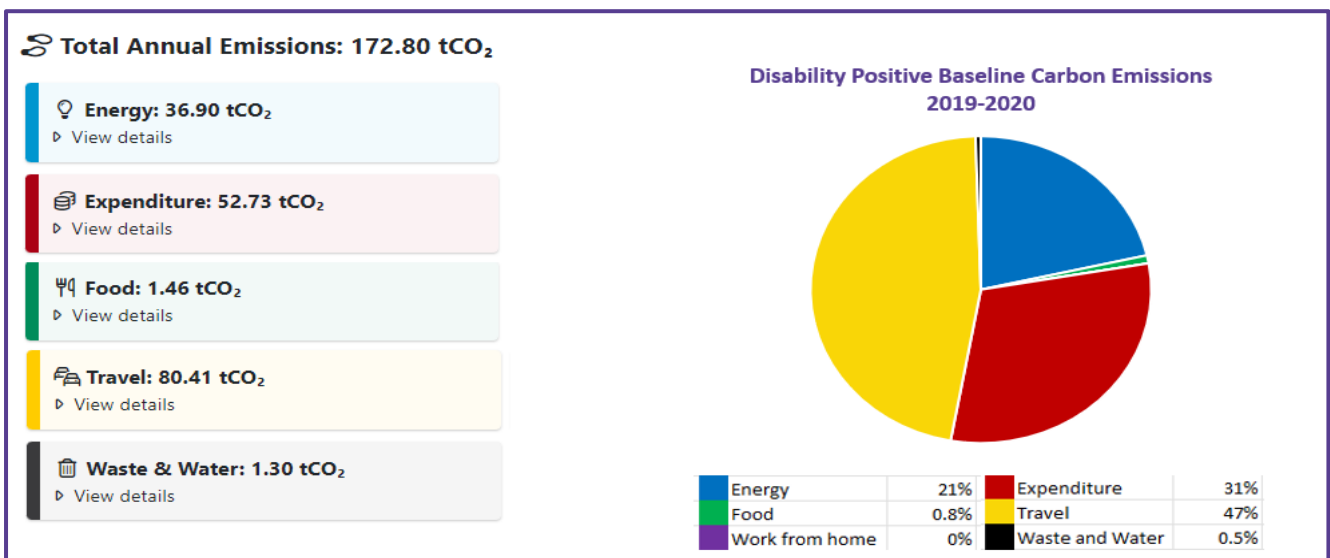
 <p><b>Use renewable energy.</b></p>	<p>We only use electricity to heat our building.</p> <p>We promote the use of renewable energy, where possible and we encourage our workforce to adopt renewable/carbon neutral energy at home.</p> <p>We are moving towards using electricity that comes from 100% renewable sources.</p> <p>We will also be looking to invest in solar powered energy and electricity storage at our office, which will reduce our electricity consumption by 70%.</p> <p>Although this may not reduce the amount of energy we use, our efforts will mean that it does come from cleaner sources.</p>
 <p><b>Promote greener travel through virtual working, car sharing and accessible public transport.</b></p>	<p>We do fully support home working for our workforce, where possible, to reduce unnecessary commuting to and from the office.</p> <p>We encourage the use of Microsoft Teams, Zoom and Google Meet to avoid unnecessary travel to face-to-face meetings, wherever possible.</p> <p>Where our workforce does need to travel for work in local communities, we encourage car sharing and the use of accessible public transport.</p> <p>We will also encourage our workforce to move towards hybrid and electric vehicle usage.</p>

 <p><b>Train our workforce.</b></p>	<p>We will provide carbon literacy training to our workforce to raise awareness of the damage emissions and everyday activities does to the environment.</p> <p>This will not only help our organisational efforts but support our workforce to individually consider the positive ways that they can reduce their own carbon footprint.</p>
 <p><b>Maintain our building and facilities.</b></p>	<p>We complete regular environmental surveys of our office.</p> <p>We carry out regular basic maintenance to reduce any heat loss and make sure that any repairs needed to prevent warm air and water escaping are carried out in a timely manner.</p> <p>Our building is south facing, and we use this to our advantage to use the natural heat and light.</p> <p>Our heating is serviced regularly and is only used in rooms that are in use by our staff, timed to meet working patterns. We restrict the temperature accordingly, to balance comfort and energy usage.</p> <p>We have large windows that often provide enough natural light for working in, but when lighting is needed, we use 100% LED lighting, and we have motion sensors fitted so that our lights only remain on when the room is in use.</p> <p>We also have heat reflective blinds on all windows to reduce the heat in the summer and store heat in the winter, to further save energy.</p> <p>All our electrical items are turned off where possible rather than leaving in standby mode.</p> <p>We have recycled janitorial supplies and dual flush, reduced consumption toilets.</p> <p>We will be installing electric vehicle charging points in our car park.</p>

 <p><b>Reduce, repair, reuse and recycle.</b></p>	<p>We repair equipment, furniture, and fittings before we consider buying a replacement. We promote the use of recycled equipment, furniture and fittings and donate anything that we do not need to other local VCSEs to extend their usage and to reduce our consumption.</p> <p>We promote 'think before you print' to our workforce, and we encourage the storing and sending of information electronically. Where printing is absolutely necessary, we use recycled paper and recycle any paper waste by donating shredding paper for pet bedding. We select items for delivery that are in minimal, recyclable packaging.</p>
 <p><b>Reduce waste.</b></p>	<p>We have removed all single use plastic cups from our site and provided our workforce with a reusable metal water bottle.</p> <p>We promote recycling at our office and analyse our waste to ensure at least 80% of our waste is recycled. We have decreased the frequency of our collections, to further reduce the footprint of the vehicles collecting the waste.</p> <p>We favour suppliers that share our values including our commitment to making a positive impact on the environment. We will use our supplier due diligence arrangements to influence our supply chains' reduction in carbon emissions.</p>
 <p><b>Offset remaining carbon footprint.</b></p>	<p>We will continue to reduce our carbon footprint until we are unable to make any further positive impact. We will then offset our small remaining footprint through Climate Stewards (or equivalent), to become carbon neutral by 2030.</p> <p>Once we have achieved 'net zero', we will continue to evaluate our carbon footprint and continue to monitor new greener technologies and carbon offset energy.</p>

## Measuring our Baseline Impact

In line with the Company Strategy 2020 – 2030 and our environmental social value commitments; the company has carried out an independent carbon footprint analysis\* to provide a baseline measurement of our current carbon footprint:



\*Using Carbon 360: a web-based carbon measurement tool designed for VCSEs.

## Reducing our Impact

In 2020, the nation UK average was 4.9 metric tonnes per person which is much higher than our starting point (3.20). However, we are committed to reducing our carbon footprint and emissions by 10% each year, to achieve our aim of being carbon neutral by March 2030. The Company will look to make changes in our workplace to reduce our carbon footprint over the life of our Strategy, including prioritising a move towards 100% renewable electricity and exploration of solar powered energy.

We will spend the next 6 years changing behaviours to optimise and improve our approach to ensure we can make a more positive impact on the environment. From 2029 we will start to offset our carbon footprint, as a policy-driven investment to become fully carbon neutral by 2030, which we can accelerate to achieve net zero sooner, as necessary.

As most of our baseline emissions arise from travel, the Company will focus on elimination of unnecessary travel. We will continue to invest in digital technology measures to promote home-based and virtual working wherever possible and encourage the use of car sharing and use of accessible public transport wherever possible.

## Targets 2020 - 2030

Measure	2020 (baseline)	By 2022/23	By 2025/26	By 2028/29	By 2030
Average carbon footprint per employee	3.20 tCO <sub>2</sub>	2.24 tCO <sub>2</sub>	1.57 tCO <sub>2</sub>	1.10 tCO <sub>2</sub>	Carbon neutral*
Average carbon footprint per beneficiary	17.28 tCO <sub>2</sub>	12.10 tCO <sub>2</sub>	8.47 tCO <sub>2</sub>	5.93 tCO <sub>2</sub>	Carbon neutral*
Energy Emissions (Office)	36.90 tCO <sub>2</sub>	25.83 tCO <sub>2</sub>	18.08 tCO <sub>2</sub>	12.66 tCO <sub>2</sub>	Carbon neutral*
Travel Emissions	80.41 tCO <sub>2</sub>	56.29 tCO <sub>2</sub>	39.40 tCO <sub>2</sub>	27.58 tCO <sub>2</sub>	Carbon neutral*
Work from Home Emissions	N/A	30.00 tCO <sub>2</sub>	20.00 tCO <sub>2</sub>	10.00 tCO <sub>2</sub>	Carbon neutral*
Food Emissions	1.46 tCO <sub>2</sub>	1.02 tCO <sub>2</sub>	0.72 tCO <sub>2</sub>	0.50 tCO <sub>2</sub>	Carbon neutral*
Supply Chain Expenditure Emissions	52.73 tCO <sub>2</sub>	36.91 tCO <sub>2</sub>	25.83 tCO <sub>2</sub>	18.08 tCO <sub>2</sub>	Carbon neutral*
Waste Emissions	1.30 tCO <sub>2</sub>	0.91 tCO <sub>2</sub>	0.64 tCO <sub>2</sub>	0.45 tCO <sub>2</sub>	Carbon neutral*
Office using renewable electricity	25%	50%	100%	100%	100%
% home-based workers staff using carbon offset gas	0%	10%	40%	70%	70%*
% home-based workers staff using renewable electricity	0%	15%	45%	75%	75%*
Total emissions	172.80 tCO <sub>2</sub>	120.96 tCO <sub>2</sub>	84.67 tCO <sub>2</sub>	59.27 tCO <sub>2</sub>	Carbon neutral*

\*Once we have reduced our CO<sub>2</sub> emissions sufficiently, small remaining footprint will be offset to become carbon neutral by 2030.

## Monitoring and Reporting

Our baseline emissions reading was first taken in early March 2020 and our 3-yearly targets set to support our aim to be carbon neutral by March 2030. The Company will report our actual emissions against target and report on any deviations from the targets and any actions needed as a result.

The Company will measure and analyse our carbon footprint using Carbon 360 and as we increase homeworking, we will undertake a staff survey to measure consumption at an individual level by home workers. The results will be reported to our Board of Directors and Stakeholders.

This ensures strategic oversight of our commitment to reducing our impact on the environment and our social value. We will continue to monitor progress against our carbon neutral plan and adjust our actions should the plan not be delivering against strategic priorities and targets.

We will also consider adoption of environmental management measures such as certification schemes like ISO14001 or other specific measures.



## Our 2022/23 Performance Update

**Total Annual Emissions: 94.49 tCO<sub>2</sub>**

**Energy: 21.23 tCO<sub>2</sub>**

[View details](#)

**Food: 486 kgCO<sub>2</sub>**

[View details](#)

**Work From Home: 13.89 tCO<sub>2</sub>**

[View details](#)

**Expenditure: 33.32 tCO<sub>2</sub>**

[View details](#)

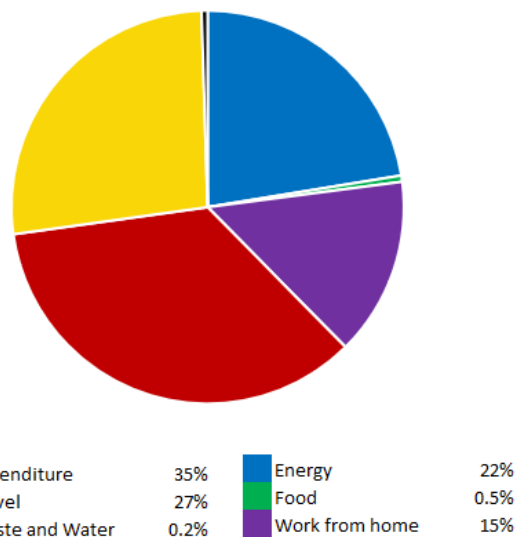
**Travel: 25.28 tCO<sub>2</sub>**

[View details](#)

**Waste & Water: 286 kgCO<sub>2</sub>**

[View details](#)

Our Carbon Emissions 2022- 2023



Measure	By 2022/23 (Target)	2023 (Actual)	Variance (target v actual)
Average carbon footprint per employee	2.24 tCO <sub>2</sub>	1.86 tCO <sub>2</sub>	17%
Average carbon footprint per beneficiary	12.1 tCO <sub>2</sub>	9.49 tCO <sub>2</sub>	22%
Energy Emissions (Office)	25.83 tCO <sub>2</sub>	21.23 tCO <sub>2</sub>	18%
Travel Emissions	56.29 tCO <sub>2</sub>	25.28 tCO <sub>2</sub>	55%
Work from Home Emissions	30 tCO <sub>2</sub>	13.89 tCO <sub>2</sub>	53%
Food Emissions	1.02 tCO <sub>2</sub>	0.48 tCO <sub>2</sub>	53%
Supply Chain Expenditure Emissions	36.91 tCO <sub>2</sub>	33.32 tCO <sub>2</sub>	10%
Waste Emissions	0.91 tCO <sub>2</sub>	0.28 tCO <sub>2</sub>	69%

Office using renewable electricity	50%	76%	<b>26%</b>
% home-based workers staff using carbon offset gas	10%	16%	<b>6%</b>
% home-based workers staff using renewable electricity	15%	19%	<b>4%</b>
<b>Total emissions</b>	<b>120.96 tCO<sub>2</sub></b>	<b>94.49 tCO<sub>2</sub></b>	<b>22%</b>

As can be seen from the above, one of the areas we committed to improving was our travel emissions, which we have managed to report a reduction from 80.41 tCO<sub>2</sub> in 2020, to 25.28 tCO<sub>2</sub> in 2023: an improvement of 69% over three years, and a 55% improvement against the target for 2022/23 (56.29 tCO<sub>2</sub>).

We had aimed to be using 50% renewable energy by 2022/23 but we exceeded this, using 76% renewable energy at the office and from 1st April 2023, this is now 100% renewable energy. 16% of our home workers use renewable gas and 19% use renewable electricity against a target of 10% and 15% respectively.

Overall, the first review (2022/23) since the 2020 baseline data, demonstrates a positive impact on our carbon footprint in all measures – achieving or exceeding the targets.

Our total emissions are 22% over target and on average we have performed 30% better than target across all of the measures. This equates to a 45% reduction in carbon emissions from 2020 to 2023. However, we now want to ensure our workforce are trained, so we can further increase the positive impact at an individual level.