



# **ESC Global**

Sustainability Action Plan

2016 -2017

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## Foreword from Managing Director

Climate change is the biggest single challenge facing our planet. Here at ESC Global we believe that we must think globally but act locally to address it.

We are committed to applying sustainable principles throughout our business, learning from business leaders such as M&S, and B&Q.

It's not just about being green for its own sake, it's about protecting our environment and quality of life. It's about reducing congestion and pollution, saving money through energy and water efficiency, protecting and enhancing our natural environment – the list goes on.

This plan helps us play our part in protecting our environment and using the earth's resources more wisely. Within this document we describe our proposed actions and targets and how we will track progress.

We also include investment back into our local community and environment.

There is a lot of work to be done and we have set ourselves some tough targets. This plan is an important guide to help us reach them.

Keith Slingsby

Managing Director

## Implementation of sustainability strategy

To implement this action plan across ESC Global we will:

- **Have a dedicated sustainability lead** who responsible for maintaining this action plan, and champions in each office which we have identified to support staff in achieving our goals;
- **Have a sustainable procurement strategy** which will ensure the impacts of our suppliers and supply chains are managed and reduced.
- **Share our strategy with clients and customers** in the hope that they will support us in achieving our sustainability goals.
- **Ensure our strategy covers the impacts of** our buildings, facilities, staff, as well as our organisation's manufacturing and processing activities, products use and impact on the environment.
- **Monitor and report** our progress towards our commitments. We will review progress and update the plan annually sharing our progress with staff.

## Our top priorities

We recognise that our sustainability journey will be a continuous and ongoing process. Below we have highlighted the areas we are focusing on during 2013-2014. The following pages discuss our full plan.

### *Five top action points*

- Minimise office and site waste, actively promoting recycling both internally and within our supply chains.
- Develop, manufacture, and promote our range of environmentally friendly and sustainable products.
- Not only be compliant but exceed environmental legislation applicable to the operations of the company.
- Promote a travel hierarchy and sustainable transport to reduce carbon emissions from travel.
- Contribute to and enhance the local sporting community through sponsorship of local rugby clubs and allowing staff flexible working arrangements

### *Some cross-cutting intentions*

- We recognise our staff are central to the progress of our sustainability plan and will therefore implement a training program for staff to raise awareness of environmental issues and enlist their support in improving our performance.

## Sustainability Action Plan

The following sections cover our sustainability action plan in detail and for each principle we address:

<b>Targets</b>	based upon our company ethics and aspirations. Each target has an accompanying indicator and monitoring mechanism.
<b>Actions</b>	that we can take to try and reach our targets, with the person or team assigned to be responsible for it, an indication of the cost implications we expect, any comments and the deadline

We have used the following symbols for the cost implications:

£ v – Saves us money

£ 0 – Cost neutral

£ X – Small cost implication

£ XX – Large cost implication

£ Xv – Small short-term costs but long-term savings

## Carbon reduction

### *Reducing CO2 from the activities of the company*

Target	Monitoring	Indicator
Reduce energy consumption per employee/year	Utility bills	kWh/employee/year

Action	Who	Cost	Comments	Deadline
Purchase energy efficient electrical products	Everyone	£ V		
Where possible fit energy efficient lighting	Everyone	£ V		
Make maximum use of natural light	Everyone	£ V		
Ensure energy efficiency settings are used on all office equipment (i.e. computers, monitors, printers, photocopiers, etc.) and set monitors to sleep after 5 minutes of inactivity.	Everyone	£ V		
Reducing business mileage	Everyone	£ V		
Introduce management standards for issues such as winter heating and summer cooling	Everyone	£ V		
Install timers on all relevant equipment (eg. printers, copiers, kitchen boiling water units) to ensure that they operate during business hours only	Everyone	£ V		

## Waste reduction

*Reducing waste, reusing where possible, and aim to ultimately sending zero waste to landfill*

Target	Monitoring	Indicator
Reduce waste	Waste audit	Kg/employee/year
Increase recycling	Waste audit	% recycled

Action	Who	Cost	Comments	Deadline
Put a scrap box next to printers and make notepads for messages from the scrap	Stationary person	£ V		
Provide clearly labelled recycling bins in all offices	Facilities	£ X		
Encourage the use of electronic communications and documents to prevent paper wastage.	Everyone	£ V		
Encourage staff to buy and use recyclable products and packaging	Sustainability lead	£ V		

## Sustainable transport

*Encouraging low carbon modes of transport to reduce emissions, and reducing the need to travel*

Target	Monitoring	Indicator
Reduce average fossil fuel commute to 5 miles/employee	Travel survey	Commuter Miles / employee
Encourage and support staff using alternative modes of transport such as trains, buses and bicycles.	Travel survey	Increase in public transport being used for work travel

Action	Who	Cost	Comments	Deadline
Carry out an annual transport survey, to find out the carbon emissions from our business travel and commuting.	Sustainable transport lead	£ 0		
Avoid travelling to meetings etc where alternatives are available and practical, i.e. teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips.	All staff	£ V	These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners.	
Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc.	All staff	£ V		
Promote the use of public transport by locating our offices in accessible locations.	All staff	£ 0		

## Sustainable materials

*Using and selling sustainable products that have a low embodied energy and are environmentally friendly*

Target	Monitoring	Indicator
Purchase timber furniture, and any other timber products, that are recycled or from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified.	Procurement code	Certification
Use fair-trade tea and coffee	Procurement code	Certification

Action	Who	Cost	Comments	Deadline
Write and annually update an ethical and sustainable purchasing policy	Procurement	£ 0		
Carry out an annual audit of our purchasing practices against the policy	Procurement	£0		
Purchase of 100%-recycled-content office paper, toilet paper and hand towels	Procurement	£0		

## Sustainable water

### *Reducing water use in buildings and preventing flooding and pollution*

Target	Monitoring	Indicator
Reduce water consumption within office buildings	Water bills	Litres / employee

Action	Who	Cost	Comments	Deadline
Display water usage over past year in reception	Receptionist	£ 0		
Fit tap aerators	Facilities	£ V		

## Health and happiness

*Encouraging active, sociable, meaningful lives to promote good health and well being*

Target	Monitoring	Indicator
Support staff with out of work commitments and work life balance	Staff survey	Average score
Sponsor local sports staff are interested in		

Action	Who	Cost	Comments	Deadline
Sponsor Doncaster, Hull and Rotherham rugby clubs matches during season 2016 – 2017 season.	MD	£ XX		
Invite staff to match days with their families as social events	MD	£ XX		
Introduce flexible working practices so staff can achieve a good working life balance	HR	£ 0		
We sponsor TeenTech inspiring tomorrow's innovations	HR	£ X		