

QP18

Sustainability

Policy

ISO 9001:2015 & ISO 14001:2015



APPROVAL

	Name	Signature	Position	Date
Prepared by	Andy Flatman		Business Services Administrator	20/10/2022
Reviewed by	Chris Brown		H&S Officer	20/10/2022
Approved by	Tony Felgate		Director	20/10/2022

AMENDMENT RECORD

Page No.	Context	Revision	Date
All	Reviewed for 2015 Standard	2	02/02/2018
All	Full review and updated to Monthind Group Policy	3	18/2/2020
Section 4	Added more information regarding our Waste Policy.	4	29/06/2020
All	Full review. Minor updates.	5	20/10/2022

COMPANY PROPRIETARY INFORMATION

The electronic version of this document is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this document is uncontrolled, except when provided with a document reference number and revision in the field below:

Document Ref. _____ Rev _____

Uncontrolled Copy Controlled Copy Date _____

1 Contents

1	SUSTAINABILITY STATEMENT	3
2	PRINCIPLES	3
3	PRACTICAL STEPS.....	3
4	WASTE MANAGEMENT.....	4
	WASTE HIERARCHY	4
5	ELECTRONIC WASTE:	4
6	WASTE TRANSFERS.....	4
7	PURCHASING, CONSUMPTION OF RESOURCES AND RECYCLING:	5
8	WORKING PRACTICES AND ADVICE TO CLIENTS:	5
9	ENVIRONMENTAL SUSTAINABILITY:	5

1 Sustainability Statement

The Monthind Group is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to Monthind's professional activities and the Management of the organisation. We aim to follow and promote a robust sustainability policy to reduce the environmental impacts of all our activities and to help our customers and partners to do the same.

2 Principles

Our Sustainability policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our 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 Sustainability Policy and encourage them to adopt sound sustainable management practices where necessary.
- To review, annually report, and to continually strive to improve our sustainability performance.

3 Practical Steps

In order to put these principles into practice we will endeavour to undertake the following propositions:

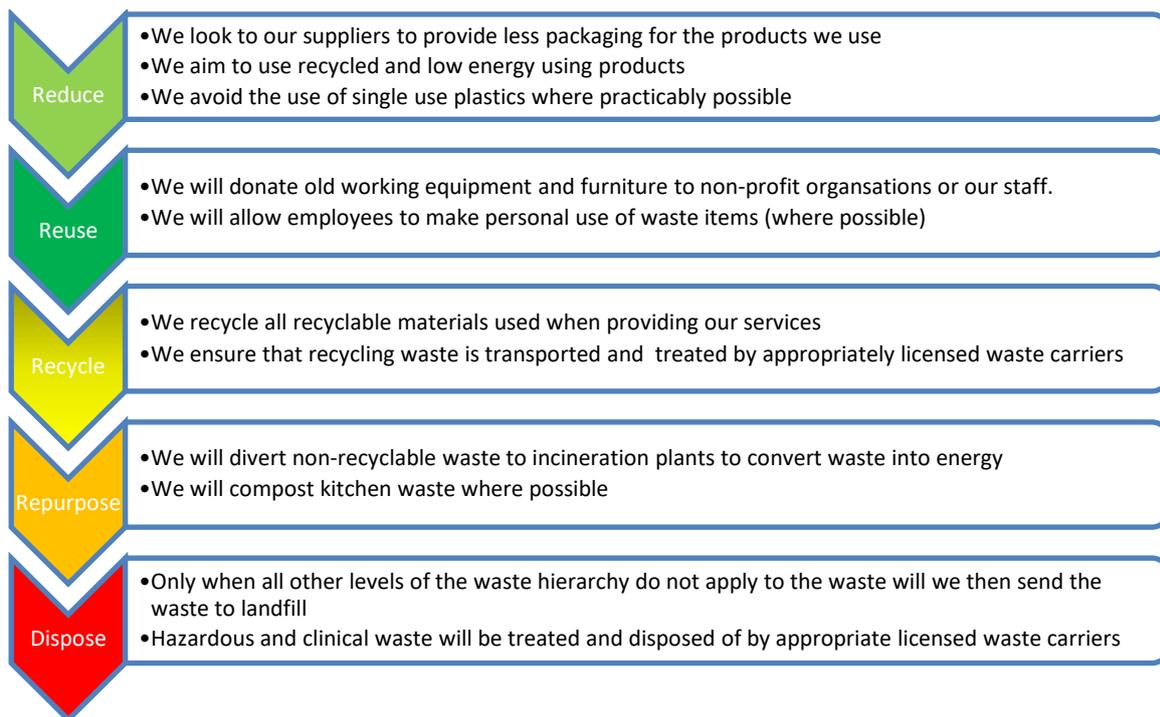
Travel & Meetings:

- Where practicability possible, walk, cycle, car share and/or use public transport to attend meetings, site visits etc.
- Avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing, video conferencing and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients.
- Reduce the need for our staff to travel by providing home based working solutions. All managers are provided with a laptop, mobile phone, use of Microsoft 365, Teams and other cloud-based software.
- Fuel usage, driving behaviour and mileage are monitored using tools such as Fuel card portal and ABAX mileage tracking.
- Where practicability possible we will gradually migrate the Company car and van fleet over to lower CO2 hybrid and electric vehicles. The Company also sets new fleet CO2 targets each year.
- The Company has invested in Electric charging points at our head office which are available for use by staff, customers and suppliers.

4 Waste Management

The Monthind Group are committed to reducing waste produced while delivering our services. In order to reduce waste and to comply with the Waste (England and Wales) Regulations 2011, it is our policy to apply the waste hierarchy to our management of waste.

Waste Hierarchy



5 Electronic Waste:

- Where possible, all faulty electronic equipment is repaired and reused.
- All WEEE waste is disposed of in accordance with the WEEE Regulations 2013.
- The Company provides a battery recycling point for all staff to use.

Monthind Group will encourage the reduced use of single use plastics and encourage the segregation and correct disposal of waste by our employees and those working on behalf of the company.

6 Waste Transfers

- The Monthind Group only uses fully licensed waste carriers.
- Waste licenses are verified once per year during supplier review.
- All waste transfer companies must be on our approved suppliers list.
- Waste transfer and consignments notes are retained according to legal requirements and to verify effective and correct waste disposal.

7 Purchasing, Consumption of Resources and Recycling:

- Reduce our energy consumption by purchasing energy efficient equipment and good housekeeping.
- Minimise our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste.
- As far as possible arrange for the reuse or recycling of all office waste, including paper, computer supplies and plastic. The Company provides and encourages the use of recycling bins at head office.
- Purchase electricity from a supplier committed to renewable energy. Seek to maximise the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes. (We are part of the ESOS scheme).

8 Working Practices and Advice to Clients:

- Ensure that any sub-contractors that we employ take account of sustainability issues in their advice to clients. This is achieved through requiring all sub-contractors to complete a sub-contractor questionnaire before being added to our approved suppliers list, and regular supplier reviews.

9 Environmental Sustainability:

Certified to ISO14001 (2015), The Monthind Group believe in and encourage an effective environmental purchasing and supply management policy and strategy. We consistently work with our suppliers to ensure that goods and services purchased can be manufactured, delivered, used and disposed of in a safe, socially and environmentally responsible manner.

We consider the following key issues:

- A) Whether the product or service is really required?
- Could the need be met another way?
 - Is a suitable product already available within the Monthind group?
 - Can the requirement be met by renting or sharing rather than purchasing?
 - Would a smaller quantity suffice?
- B) Select products and services that -
- Minimise the actual amount of material used
 - Avoid the use of hazardous materials
 - Are obtained from renewable resources
 - Minimise the use of consumables
 - Minimise energy consumption in use
 - Avoid depletion of resources
 - Use and emit fewer substances that damage the environment.
 - Extendable life by incorporating future proofing elements to maintain or enhance the service provided

- Have options for end-of-life management which minimise environmental impact
- C) Adopt a Lifecycle approach, by assessing the product's environmental impact from its production to disposal costs and these include, for example:
- Manufacture/construction
 - Purchase
 - Maintenance/use
 - Recycling/disposal
- D) Purchase from suppliers that can demonstrate that they have action plans and results in terms of environmental improvement rather than those that merely have an environmental policy without any strategy for applying it.
- Purchase from locally based suppliers where possible to minimise mileage and vehicle emissions.
- E) Continue to collect environmental information on products and services and work with suppliers.
- This holistic approach becomes part of most purchasing decisions and thus part of our organisation's culture. Such application of whole life costs to purchases will ensure best overall value for money. By utilising whole life costs, our team can demonstrate benefits versus cost in terms of: -
- Total operating costs
 - Quality
 - Delivery performance
 - Design improvements
 - Environmental performance impact

We believe that supply management has a pivotal role in developing and implementing environmental best practice and policies and by adopting responsible purchasing we are demonstrating environmental leadership and are an example in good practice.

-END-