QP18 Sustainability Policy

ISO 9001:2015 & ISO 14001:2015

APPROVAL

	Name	Signature	Position	Date
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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
All	Major update	6	29/11/2023
All	Full review – Minor change.	6.1	11/12/2024

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1 Contents

1 SUSTAINABILITY STATEMENT 3
2 GENERAL PRINCIPLES 3
3 TRAVEL 3
4 WASTE MANAGEMENT 4
WASTE HIERARCHY 4
5 ELECTRONIC WEEE WASTE 4
6 BATTERY RECYCLING 4
7 ENERGY MANAGEMENT 5
8 PURCHASING & PROCUREMENT 5
9 COMMUNICATION OF OUR POLICY 6

1 Sustainability Statement

Certified to ISO 14001 (2015), the Monthind Group is committed to promoting sustainability.

Concern for our 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 encourage our customers and partners to do the same.

2 General Principles

Our Sustainability policy is based upon the following principles:

- **Legal Compliance:** We comply with all applicable legislation, regulations, and codes of practice. Where possible, we strive to exceed these standards.
- **Integration into Business Decisions:** Sustainability considerations are woven into every business decision we make. From procurement to operations, we prioritise environmental responsibilities.
- **Staff Awareness and Commitment:** We ensure that all staff members are fully informed about our sustainability policy. Their commitment to implementing and enhancing it is crucial to our success.
- **Minimising Environmental Impact:** We actively work to minimise the impact of our office and transportation activities on sustainability. Energy efficiency, waste reduction and responsible practices are at the core of our efforts.
- **Stakeholder Engagement:** We engage with clients, suppliers, partners, and staff, making them aware of our sustainability policy. We encourage them to adopt sound sustainable management practices where necessary.
- **Continuous Improvement:** Our commitment extends beyond compliance. We continually review, report, and strive to improve our sustainability performance.
- **ISO 14001 (2015) Certification:** Maintaining our ISO 14001 (2015) certification.

3 Travel

- **Promote Sustainable Travel:** Encourage walking, cycling, car-sharing, or public transport for commuting, meetings, and site visits, where feasible.
- **Leverage Digital Tools**: Opt for virtual meetings using tools like Microsoft Teams to reduce travel. Efficiently schedule meetings to avoid multiple trips.
- **Support Remote Working**: Provide managers with laptops, mobile phones, and access to Microsoft 365, Teams, and other cloud-based systems.
- **Monitor Travel Impact**: Use tools such as ABAX, TomTom and fuels cards to analyse and report on fuel usage, CO2 emissions and driver behaviour.
- **Transition to Eco-friendly vehicles:** The group aims to transition our fleet over to lower CO2 emitting, hybrid, and fully electric vehicles.
- **Invest in Charging Infrastructure:** The group has currently installed 5 electric charging points at our offices, and these are available for use by employees, clients, and suppliers.

4 Waste Management

Waste Management Practices: The Monthind Group are fully 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 WEEE Waste

- **Repair & Reuse:** Whenever feasible, all faulty electronic equipment is repaired and reused.
- **Recycle**: All redundant IT and mobile phone equipment is wiped and sent for recycling.
- **WEEE Waste Disposal:** All other waste from electrical and electronic equipment (WEEE) is disposed of in compliance with the WEEE Regulations 2013.

6 Battery Recycling

- We provide battery recycling points at all our offices. These are available for both work and home waste batteries.

7 Energy Management

We are committed to reducing our energy consumption and minimising our carbon footprint. Here are some of the steps we are taking to achieve this:

- **Energy Conservation**: We actively work to keep energy usage as low as possible. For instance, we make it a practice to turn off lights when leaving a room. Turning off heating in areas that don't require it.
- **Temperature Control**: Turning down our radiators by at least 1 degree and ensuring all radiators are timed to switch off during non-working hours.
- **Efficient Lighting**: We are replacing conventional light bulbs with energy-efficient types such as LED or CFLs.
- **Smart Equipment Purchases:** By investing in energy-efficient equipment, we further reduce our energy consumption.
- **ESOS Scheme Participation**: We are part of the governments ESOS (Energy Savings Opportunity Scheme), which helps us identify and implement energy-saving measures.
- **Renewable Energy Commitment:** We aim to purchase electricity from suppliers who are committed to renewable energy.

8 Purchasing & Procurement

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.
- 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.
- Service 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.

- All key suppliers and sub-contractors are required to complete a detailed questionnaire before they can be added to our approved suppliers list.

9 Communication of our Policy

- We ensure that all employees are aware of our sustainability policy and are committed to implementing and improving it.
- Our latest policy is available on our websites and internal document system.

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