



ENVIRONMENTAL POLICY

Classification:	Public
Document Reference:	Operational
Current Version Number:	v0.1
Date Approved:	01/04/2023

CONTENTS

1. INTRODUCTION	1
2. COMPLIANCE	2
3. WASTE AND RECYLCING	2
4. PAPER	2
5. ENERGY AND WATER.....	2
6. OFFICE SUPPLIES	2
7. TRANSPORTATION.....	3
8. CULTURE	3
9. CONTACT US.....	3

1. INTRODUCTION

In recent years, the world has witnessed a significant shift towards remote work, with many businesses choosing to operate entirely online. Our company is among the growing number of businesses that have embraced remote work as a way of operating. As a remote business, we recognise that we have a unique opportunity to make a positive impact on the environment.

By operating remotely, we have significantly reduced our carbon footprint and minimised our impact on the environment. We have eliminated the need for commuting regularly, reduced energy consumption, and reduced waste. As a result, we are proud to say that we are an environmentally-sustainable business.

However, we understand that there is always room for improvement, and we remain committed to continuously reviewing and improving our operations to lessen our environmental impact. Through this commitment, we can play a small but meaningful role in creating a more sustainable future for all. In this environmental policy, we outline our commitment to environmental responsibility and our strategies for achieving our goals.

2. COMPLIANCE

Being a virtual business in the UK, we hold ourselves accountable to comply with all applicable environmental laws and regulations. Our policies and practices are regularly reviewed and updated to ensure compliance with the UK environmental legislation. Additionally, we carry out routine environmental risk assessments to identify any possible environmental impacts and take corrective measures to mitigate them effectively.

3. WASTE AND RECYCLING

We aim to minimise waste by reducing our consumption of materials and resources wherever possible. This includes reducing the use of paper and other office supplies and promoting the use of digital documents as discussed below. We promote recycling by ensuring that all recyclable materials are separated and recycled appropriately. This includes paper, cardboard, plastics, and other materials that can be recycled.

4. PAPER

We have implemented a paperless office policy, where we strive to reduce the use of paper in all aspects of our operations. We use digital tools and platforms to store and share information, reducing the need for printing.

We encourage our employees and clients to communicate digitally as much as possible. This includes using email, video conferencing, and other digital communication tools to reduce the need for printed materials. In the rare instances where we need to use paper, we encourage staff to ensure that it is recycled properly.

We educate our employees on the importance of reducing paper usage and provide training on how to use digital tools effectively. We encourage our team to adopt digital workflows and use technology to reduce paper usage.

5. ENERGY AND WATER

We use energy-efficient equipment, including computers, servers, and other electronic devices. Our team members are encouraged to power off their devices when not in use to reduce energy consumption.

We conduct virtual meetings as much as possible to reduce the need for travel, lessening our carbon footprint. This also reduces our energy usage by eliminating the need for transportation. Our business model is fully virtual, which eliminates the need for a physical office and reduces energy consumption associated with heating, cooling, and lighting a workspace.

Our team members are given information on best practice in regard to heating within their home offices. We also educate our team members on water conservation practices and encourage them to implement these practices in their personal lives. They are also encouraged to use renewable energy sources where possible.

6. OFFICE SUPPLIES

We use digital tools and platforms to reduce our need for physical office supplies. This includes using digital calendars, project management tools, and cloud-based storage instead of paper-based systems. Where possible, we use reusable supplies such as rechargeable batteries, refillable ink cartridges, and reusable water bottles to minimize waste. We also encourage our team members to purchase eco-friendly supplies for their personal use.

7. TRANSPORTATION

We encourage the use of virtual meetings and remote collaboration tools to reduce the need for business travel. This eliminates the associated emissions and reduces our carbon footprint. We encourage our team members to use sustainable transportation methods if traveling to another organisation's premises, such as cycling, walking, carpooling, or public transportation. This is additionally encouraged in our staff's personal lives.

8. CULTURE

We provide education and training to our team members on environmental sustainability practices and their importance. This includes providing resources and training on topics such as energy and water conservation, waste reduction, and sustainable transportation.

We encourage our team members to engage in environmentally sustainable practices both in and outside of work. This includes promoting environmentally sustainable practices in our social media channels and encouraging team members to participate in environmental sustainability events.

Our leadership team is committed to environmental sustainability and leads by example. We ensure that our policies and actions align with our values and goals for environmental sustainability.

Through these policies, we are committed to fostering a company culture that values environmental sustainability. We will continue to review and update our policies to ensure that we remain at the forefront of environmental sustainability and drive positive environmental change within our company and beyond.

9. CONTACT US

Questions, comments and requests regarding this environmental policy are welcomed and should be addressed to Integrated care Support Services inbox at swlicb.training@nhs.net.