

Document Title :	Environmental and Sustainability Policy and Action Plan
Department/Activity:	All / All
Process Owner:	Deputy Chief Executive

NBV and Subsidiaries

Environmental and Sustainability Policy and Action Plan

NBV is committed to reducing the impact of our day to day business activities on the environment. This aim will continue to be achieved by energy reduction, waste reduction, re-using and recycling.

This policy is a statement of management and employee commitment to minimising the environmental impact of its business activities. The actions incorporated within this policy illustrate not only the Company's commitment to the environment but also reflect our business objectives of working in a socially responsible manner. (Not explicit in Vision, Purpose & Values or Team Business Plan)

The Executive Team are committed to the following actions to continue to support our environmental aims and business objectives: -

Actions

Energy and Waste Reduction

Actions Taken

Internal Documents

- By publishing documents on QMS or via e-mail and ensuring these are accessible to all staff the need for e-mailing and printing has been greatly reduced. The following documents have been transferred to electronic communications:
 - Announcements
 - Details of Events
 - Quality Documents
 - Shared Documents
 - Presentations from Team Meetings

Workshop Materials

- Previously, copies of the workshop slides were printed out externally, delivered to head office and distributed to workshop venues so they could be handed out to delegates. Now the slides are available via email to clients at their request.
- All workshop diaries used for marketing forthcoming events are now printed in low ink version to minimise the environmental impact.

Printer/Photocopier

- The main photocopier at Enterprise Centre has default print settings of 2-sided, grayscale, standard document quality printing.

Document Reference	NBV-ENV-POL	Version	1.10	Date	01/01/2016
---------------------------	-------------	----------------	------	-------------	------------

This document is un-controlled if printed. Please check the NBV Intranet for the latest version.

Document Title :	Environmental and Sustainability Policy and Action Plan
Department/Activity:	All / All
Process Owner:	Deputy Chief Executive

Water Cooler

- The water coolers at Enterprise Centre and Mercury House have been updated so that water is piped from the existing mains supply rather than bottled water being transported to the building.

Ongoing-Actions

Energy Consumption

- Record and monitor monthly gas and electricity consumption at Enterprise Centre and Mercury House.
- Record and monitor levels of units generated from Enterprise Centre Solar PV System.

Drinks

- When making drinks only boil sufficient water for your needs.
- Use cups/mugs for hot drinks as opposed to disposable plastic cups.

Printing

- Don't print off e-mails etc. unless absolutely necessary.
- Print on both sides of paper whenever suitable. Where it is possible the default printer settings shall be 2-sided, grayscale standard document quality printing.

Payment of Bills

- When possible use BACS for payment of bills saving postage, paper and envelopes.

Lights and Equipment

- Lights are 'smart' and turn off when no movement is detected.
- **Turn off** lighting when not needed. (*For example in the toilets and kitchen.*)
- Do not leave equipment in "Stand By" mode.
- When leaving the room or building for any length of time and at the end of each day **switch off:**
 - Lights
 - Heaters / Fans
 - Computers
 - Printers
 - Photocopiers

Travel

Ongoing-Actions

Document Reference	NBV-ENV-POL	Version	1.10	Date	01/01/2016
---------------------------	-------------	----------------	------	-------------	------------

Document Title :	Environmental and Sustainability Policy and Action Plan
Department/Activity:	All / All
Process Owner:	Deputy Chief Executive

- Whenever practicable staff shall plan their routes between meetings to reduce mileage incurred, thereby saving energy and costs.
- Staff travelling to the same meeting shall arrange to travel in one car whenever practicable.
- The number of attendees at a meeting shall be kept to the minimum, with attendees reporting back to their NBV colleagues.
- Enterprise Centre staff shall use the tram for meetings in the City centre wherever practical to do so.
- Public Transport options shall be investigated when long distances must be traveled.

Re-Using

Actions Taken

- Stationery items that can be re-used are currently returned to the Finance office at Enterprise Centre where all stationery supplies are kept. This encourages a culture of re-using rather than re-ordering everyday items.

Ongoing-Actions

- Re-use stationery products such as
 - Lever Arch Files / Ring Binders
 - Plastic Sleeves / Wallets
 - Dividers

Recycling

Actions Taken

- Printer consumable such as toner cartridges are collected by a local company for re-cycling. The re-cycling company donates a percentage of the proceeds to the *When You Wish upon a Star* charity.

Ongoing-Actions

- Use the recycling facilities available at each site. For example Paper and Cardboard can be recycled at Enterprise Centre and Mercury House.
- Work with local organisations / schools / charities that raise funds by collecting and recycling computer consumables.

Document Reference	NBV-ENV-POL	Version	1.10	Date	01/01/2016
---------------------------	-------------	----------------	------	-------------	------------

This document is un-controlled if printed. Please check the NBV Intranet for the latest version.

Document Title :	Environmental and Sustainability Policy and Action Plan
Department/Activity:	All / All
Process Owner:	Deputy Chief Executive

Environmental

In terms of achieving Corporate Environmental Responsibility, we have the following objectives:

Objective: To improve the environmental performance of our office base at the NBV Enterprise Centre, Basford including waste management, energy efficiency and recycling.

Activity: The building has achieved a BREEAM Very Good rating for sustainable practices in buildings. When the office is vacant, all non-essential electrical equipment is turned off. We ensure we use double-sided printing for printing draft documentation. We have a recycling policy and attempt to ensure all waste that can be recycled by Nottingham City Council is sorted, including compliance with WEEE regulations. Where waste is disposed of it will be undertaken by a registered waste carrier.

To increase the awareness within the business of our potential impact on the environment

Activity: We encourage staff to consider and feed back to the management team how our activities, products and services impact upon the environment. The management team and board ensure we comply with relevant environmental legislation and other relevant requirements and environmental considerations are part of the management decision making process.

Activity: To promote the Social and Environmental Policy to all staff through newsletters, briefings, staff websites and recruitment and selection processes.

Management

Objective: To make our current and potential customers, suppliers and beneficiaries - aware of our environmental and social policies.

Activity: We will post our policy documents on QMS and our website and also include them with any project submissions.

Objective: To continuously explore externally accredited options for our environmental and social performance to give our clients confidence we achieving what we say we are.

Activity: Annually explore external accreditation options and present these to the board. We currently hold ISO 9001 and Investors in People accreditation, but will review appropriate environmental accreditation as costs and management time allow.

Document Reference	NBV-ENV-POL	Version	1.10	Date	01/01/2016
---------------------------	-------------	----------------	------	-------------	------------

This document is un-controlled if printed. Please check the NBV Intranet for the latest version.



European Union

European Structural
and Investment Funds

Quality Management System

Document Title :	Environmental and Sustainability Policy and Action Plan
Department/Activity:	All / All
Process Owner:	Deputy Chief Executive

Objective: To ensure all organisations who work for and with us, share our commitment to environmental objectives.

Activity: We check that all our suppliers and sub-contractors have in place an Environmental Policy that we feel is similar in its aims and monitoring to ours. This is achieved through our procurement processes where we build environmental accreditation/ credentials into our tender or quotation documentation and scoring criteria.

Objective: To develop during 2017 a baseline on our environmental performance including waste minimisation, recycling and energy consumption.

Activity: We will develop a baseline for our own environmental performance and seek to ensure that any sub-contractors also undertake baseline planning.

Document Reference	NBV-ENV-POL	Version	1.10	Date	01/01/2016
---------------------------	-------------	----------------	------	-------------	------------

This document is un-controlled if printed. Please check the NBV Intranet for the latest version.