

Sustainability Policy

Connaught Resourcing is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to Connaught Resourcing's professional activities and the management of the organisation. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

Principles

Our Sustainability Policy is based upon the following principles:

- To comply with and exceed where practicable, all applicable legislation 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
- To review, annually report, and to continually strive to improve our sustainability performance

Practical Steps

In order to put these principles into practice we will:

Travel and Meetings

- Walk, cycle and/or use public transport to attend meetings, site visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.
- Include the full costs of more sustainable forms of transport in our financial proposals, rather than the least cost option which may involve travelling by car or air.
- Avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also 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, and promote the use of public transport by locating our offices in accessible locations.
- Use an emissions recording scheme for business travel to monitor our impact.

Purchase of equipment and consumption of resources

- Minimise our use of paper and other office consumables, for example by double-siding all paper used, using email as the preferential form of written communication, only printing when absolutely necessary and identifying other opportunities to reduce waste.
- As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
- Wherever possible purchase products from recycled or from well-managed, sustainable sources.

Working practices and advice to clients

- Undertake voluntary work with the local community and / or environmental organisations and make donations to seek to offset any carbon emissions from our activities.
- Ensure that any associates that we employ take account of sustainability issues in their advice to clients.
- Make available a copy of our Sustainable Policy to all of our customers and suppliers.

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Our Sustainability Policy will be monitored and reported on annually, against the objectives, targets and indicators below.

Sources of Impact	Objectives	Policies and Targets	Indicators	Actions
Travel by Connaught staff	To minimise carbon emissions and other impacts by avoiding unnecessary business travel.	Increase year on year the proportion of replacements to out of office meetings (e.g. teleconference, video conference and web cam) compared with the total number of meetings.	Number of business journeys by mode / distance travelled by mode per annum.	Record all lengths of business travel by mode and calculate emissions / warning potential.
	To minimise the impact of necessary staff business travel by maximising the use of public transport, walking or cycling.	Increase the number of journeys to work by staff by car share, public transport, walking or cycling.	Number of replacements to out of office meetings (e.g. teleconference, video conference and web cam) per annum.	Record the number of out of office meetings and alternatives where it is a replacement for meetings.
		Increase the number of journeys by staff on company business by public transport, walking or cycling.		Incorporate the above two measures into staff monitoring sheet.
				Produce advice for employees.
Office energy consumption	To minimise energy consumption.	As office equipment is replaced, purchase the most energy efficient equipment when compared with alternatives of a similar cost and performance.	Total office energy use and average per FTE and £ turnover.	Ensure computer equipment is set to go to standby when left for a short period and equipment turned off at night where practical.
	To minimise the impact of the energy used by supporting renewable energy sources.	Reduce the number of electrical sources that are on while being inactive.	Total carbon dioxide emissions from Connaught office energy use and average per FTE and £ turnover.	Ensure that lighting in interview and meeting rooms is turned off when rooms are out of use.
				Ensure that office lighting is turned off at night.
Paper consumption	To minimise paper use	Reduce total paper consumption per FTE.	Total direct paper consumption and average FTE and £ turnover.	Produce advice for employees.
	To minimise the			Baseline for monitoring paper use to be established and

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	impacts of producing the paper used	<p>Increase direct paper consumption on recycled paper.</p> <p>All new printers purchased to be capable of duplex printing.</p>		<p>paper use monitored.</p> <p>Use email as the preferential form of written communication and encourage all employees to only print when absolutely necessary.</p> <p>Produce advice for employees.</p>
Waste generation	<p>To minimise the amount of waste generated.</p> <p>To maximise the proportion of waste recycled.</p>	<p>All waste office paper and toner cartridges will be recycled.</p> <p>All glass, cans and plastic bottles will be recycled.</p> <p>All redundant office equipment will be sold or donated for reuse or recycled.</p> <p>As office equipment is replaced, purchase the most resource efficient equipment (e.g. toner waste etc.) compared with alternatives of a similar cost and performance.</p>	<p>Number / weight of bags of rubbish generated per annum and average per FTE and £ turnover.</p> <p>Number / weight of bags of paper recycled per year.</p>	<p>Develop system to record waste generated.</p> <p>Produce advice for employees.</p>
Water use	To minimise office water use.	As equipment is replaced, purchase the most water efficient equipment when compared with alternatives of a similar cost and performance.		<p>Review measures that could be taken to reduce water use.</p> <p>Produce advice for employees.</p>
Working environment	To reduce the impact of emissions / toxins from office equipment.			Create a healthy working environment – including having plants in the office.
Consumption of other products	To reduce the impact of	Increase the volume of tea and		

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	<p>beverages purchased and to support fairtrade.</p> <p>To reduce the impact of products purchased (including product miles)</p>	<p>coffee purchased fairtrade.</p> <p>All waste bags purchased to be made from recycled and / or biodegradable plastic.</p> <p>Re-use used office equipment where practical.</p>	
Local community	To support local businesses and contribute to our local community and the environment.	<p>Purchase products and use suppliers locally wherever practical.</p> <p>Two days voluntary work by every employee per year.</p>	Number of person days of voluntary work undertaken per year.