



## Yes Manchester CIO Employee Handbook

### **Sustainability Policy**

July 2021

#### **1. Introduction:**

Yes Manchester is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to our 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 customers, learners 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.
- To review, annually report, and to continually strive to improve our sustainability performance.

#### **3. Internal Processes**

In order to put these principles into practice we will:

- 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.

- 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.
- 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.
- Minimise our use of paper and other office consumables, for example by avoiding printing wherever possible and by double-siding where we need to print, and by identifying 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, where this is possible within budget.
- Purchase fair-trade and/or organic beverages, where this is possible within budget.

#### 4. Working with customers, learners and communities

We will wherever possible embed our policy into our work with customers, learners and communities, seeking to educate them regarding the negative impacts on the community of some behaviours, and offering alternatives where we can.

This might include, for example: -

- Encouraging customers and learners not to print copies of applications and CVs unless absolutely necessary, and to store them via electronic means.
- Encouraging customers and learners to use public transport rather than driving where this is possible and practical.

#### Document History

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