

Sustainability Policy 2015



Sustainability Policy

Origin Storage Limited is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to Origin'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, 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

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
- Travel to mainland Europe within a 1 000km radius (excluding Scandinavia) normally will be undertaken by train
- 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. Where the only practical alternative is to fly, we will include costs for full air fares rather than budget airlines in our financial proposals, and appropriate offsets
- 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 often more time efficient, while not sacrificing the benefits of regular contact with clients and partners
- To reduce the need to travel to meetings and elsewhere, and facilitate regular client contact, we will provide a web cam to clients free of charge for the duration of a project where appropriate
- 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, and 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
- Purchase electricity from a supplier committed to renewable energy. Seek to maximise the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes
- Ensure that timber furniture, and any other timber products, are recycled or from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified.
- Purchase fair-trade and/or organic beverages

Working practices and advice to clients:

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

Monitoring and Reporting:

Our Sustainability Policy will be monitored and reported on annually (from January 2011), via our website, against the objectives, targets, indicators and targets on the following pages:-

Sources of Impact	Objectives	Policies and Targets	Indicators	Actions
Travel by Origin Staff	<p>To minimise carbon emissions and other impacts by avoiding unnecessary business travel.</p> <p>To minimise the impact of necessary staff business travel by maximising the use of public transport, walking or cycling.</p> <p>To offset the residual carbon emissions from business travel.</p>	<p>100% of all journeys to work by staff by public transport, walking or cycling (or electric vehicles).</p> <p>90% of the number of journeys and 80% of the distance of journeys by staff on company business by public transport, walking or cycling.</p> <p>All travel to mainland Europe within a 1000km radius (excluding Scandinavia) will normally will be undertaken by train.</p> <p>Reduce year on year the total carbon emissions from CEP travel per full time equivalent (FTE) and £ turnover.</p> <p>Increase year on year the proportion of replacements to out of office meetings (e.g. teleconfer-ence, video conference and web cam) compared with the total number of meetings.</p>	<p>Number of business journeys by mode / distance travelled by mode per annum.</p> <p>The ratio of distance (km) travelled by train to distance travelled by air (km).</p> <p>Total carbon dioxide emissions from Origin travel and average per FTE and £ turnover.</p> <p>Amount of carbon emissions offset per annum.</p> <p>Number of replacements to out of office meetings (e.g. teleconference, video conference and web cam) per annum.</p>	<p>Record all lengths of business travel by mode and calculate emissions / warming potential.</p> <p>Record the number of out of office meetings and alternatives (teleconference / video conference / web cam) where it is a replacement for meetings.</p> <p>Incorporate the above two measures into staff monitoring sheet.</p> <p>Develop a target for reducing carbon emissions from air travel per full time equivalent (FTE) and turnover per year.</p> <p>Investigate becoming carbon neutral</p> <p>Produce advice for employees.</p>
Office Energy Consumption	<p>To minimise energy consumption.</p> <p>To minimise the impact of the energy used by supporting renewable energy sources.</p>	<p>All lighting to use low energy bulbs.</p> <p>As office equipment is replaced, purchase the most energy efficient equipment when compared with alternatives of a similar cost and performance.</p> <p>Maximise the proportion of electricity used from renewable energy sources, whilst also supporting investment in new renewable energy schemes.</p>	<p>Total carbon dioxide emissions from Origin office energy use and average per FTE and £ turnover.</p> <p>Total Origin office energy use and average per FTE and £ turnover.</p> <p>Proportion of total Origin electricity used from renewable sources.</p>	<p>Ensure computer equipment is set to go to standby when left for a short period and equipment turned off at night where practical.</p> <p>Install thermostat for heating, if practicable.</p> <p>Develop target for the proportion of electricity from renewables and investment in new schemes.</p> <p>Produce advice for employees.</p>
Paper Consumption	<p>To minimise paper use.</p> <p>To minimise the impacts of producing the paper used.</p>	<p>Total paper consumption per FTE will not increase.</p> <p>All direct paper consumption will be on 100% recycled paper.</p> <p>50% of paper consumption through print orders will be on recycled paper.</p> <p>All new printers to be capable of duplex printing.</p>	<p>Total direct paper consumption and average per FTE and £ turnover.</p>	<p>Baseline for monitoring paper use to be established and paper use monitored.</p> <p>Produce advice for employees</p>

Sources of Impact	Objectives	Policies and Targets	Indicators	Actions
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>
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	<p>To reduce the impact of beverages purchased and to support Fair Trade.</p> <p>To reduce the impact of products purchased (including product miles).</p>	<p>100% of tea and coffee purchased Fair Trade.</p> <p>All waste bags to be made from recycled and 1 or biodegradable plastic.</p> <p>Use re-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.	