

Strategy Overview

1) To inspire organisations to reduce their impacts by being the leading authority in sustainable supply chains

How we will achieve this:

- To be the foremost sustainable procurement and ISO 20400 experts recognised by our clients and wider industry.
- The ongoing implementation of an Environmental Management System that complies with the requirements of ISO14001.
- By attracting, developing and retaining the best professionally qualified staff to deliver the very best service to clients.

2) To be a low carbon business and achieve a year-on-year reduction in our carbon emissions

How we will achieve this:

- Understand our carbon footprint and where our impacts are by understanding the following:
 - Office energy use
 - Employee travel by car, rail and aircraft
 - Courier transport for training and events
 - Delegate travel for training and events

3) To be a fair and inclusive employer

How we will achieve this:

- Publish our executive pay gap data on our website annually
- Publish gender pay gap data on our website annually
- Publish our diversity profile
- Conduct regular staff EDI training
- Continue to develop sector leading EDI resources to improve and raise the EDI bar with clients and require our own people to use those resources

4) To uphold the highest standards of business ethics

How we will achieve this:

- A fully signed up member of the Living Wage Foundation
- A commitment to paying suppliers in 30 days, and not “paid when we’re paid”
- A commitment of transparency to clients which includes:
 - Being transparent about time and costs from the outset of a project

- Be transparent about our skills, competence and capacity to deliver projects to client satisfaction

5) To organise all our events to the ISO20121 standard

How we will achieve this:

- Use a balanced scorecard approach to select the most sustainable venue available with suitable facilities to host the events we offer
- Continue to host events throughout the UK to minimise delegate travel
- Undertake due diligence checks on venues and operators for sustainability risks and opportunities
- Specify sustainable options for catering and associated services
- Investigate potential for virtual events and collaboration with others to share space and potentially reduce impacts

6) To add value to the communities we work in.

How we will achieve this:

Local Outlook

- An ongoing commitment to employ an apprentice. Explore opportunities to work with local colleges to encourage young people into the sector and explore opportunities to offer placements to graduates
- Where possible supporting social enterprises
 - Measuring and increasing the number of social enterprises we engage with, through procuring services (such as events) or pro-bono work.
 - Ensuring sustainability built into procurement decisions
 - Demonstrated by our pension provider, event venue choices and office space provider.
- Investigate the potential for the business to be registered as a social enterprise.
- Investigate a mentoring programme with local colleges

Global Outreach

- Dedicate 2.5% of our revenue to our not-for-profit social enterprise sister company to spread knowledge on sustainable procurement
- Dedicate pro-bono time and support to our not-for-profit social enterprise sister company to spread knowledge on sustainable procurement
- Inspire businesses to become more sustainable by developing knowledge and providing businesses with free sustainability learning resources
- To continue to develop knowledge and provide free sustainability resources (such as the ISO 20400 website) to wider industry, primarily through our community interest company

Implementation Plan

The table below provides an outline of the responsibilities for implementing our Sustainability Strategy. An overarching part of the implementation will be to publicise an annual Sustainability Update which includes the following key performance indicators:

- Our Scope 1,2 and 3 carbon emissions;
- % change of carbon emissions in the last 12 months;
- Executive pay gap data (%);
- Gender pay gap data (%);
- % of suppliers paid within 30 days;
- % of staff who are apprentices; and
- Spend on CIC (£).

The document will be a short summary which displays the years performance versus the year before, with some explanatory text explaining how things have gone in the last 12 months and if targets have been met.

Strategy Point	Team Member Responsibilities	What needs to be done
To inspire organisations to reduce their impacts by being the leading authority in sustainable supply chains	Accountability: Shaun Support: Helen	<ul style="list-style-type: none"> • Identify opportunities to showcase knowledge, such as speaking at conferences or contributing to publications/media etc... • Consultants to be professionally qualified through CIPS, IEMA or equivalent • Consultants to have a personal learning log in Supply Chain School and access 10 resources per annum • Other team members to access 6 resources per annum
To be a low carbon business and achieve a year-on-year reduction in our carbon emissions	Accountability: James Support: Ross	<p><u>Understanding the Business' Emissions</u></p> <ul style="list-style-type: none"> • Annual analysis of carbon emissions by looking at the following for representative month of October through expenses reports: <ul style="list-style-type: none"> ○ Consultancy – employee travel ○ School – employee and delegate travel • Flight data assessed by looking at total miles in 1 year and dividing by 12 <p><u>Targets & Offsetting</u></p> <ul style="list-style-type: none"> • A year on year 2% reduction in overall carbon emissions for consultancy • A year on year 5% reduction in carbon emissions for supply chain school events

To be a fair and inclusive employer	Accountability: Tolu Shaun – pay gap data Support: Sarah	<ul style="list-style-type: none"> • Publish executive pay gap data • Publish gender pay gap data • Annual EDI training for all team members • Team members to complete FIR e-learning modules • Continue commitment to FIR in construction – investigate opportunities to speak at events and develop/market case studies to demonstrate benefits
To uphold the highest standards of business ethics	Accountability: Liz Support: Rosie/Becky	<ul style="list-style-type: none"> • Sign up to Living Wage Foundation • % of supplier invoices paid in 30 days through analysis of October spend data
To organise all our events to the ISO20121 standard	Accountability: Hilary Support: Events team / Ross	<ul style="list-style-type: none"> • Use of the existing ISO20121 standard questionnaire to ensure sustainability of events
To add value to the communities we work in <i>Local Outlook</i>	Accountability: Paul Support: Tolu	<ul style="list-style-type: none"> • Publicise % of staff who are apprentices • Publicise % spend with social enterprises • Investigate opportunities to engage with local educational institutions
To add value to the communities we work in <i>Global Outreach</i>	Accountability: Shaun Support: Carol-Ann	<ul style="list-style-type: none"> • Publish ASCIC accounts • Update CIC projects quarterly on AS website • Publish global case studies on AS website and www.iso20400.org

The policy will be reviewed on an annual basis.

Date of approval: 1st April 2019

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Signed



Ian Heptonstall, Director