



Definition: A policy sets out the **strategic direction** of the organisation as decided by senior management. A policy will lay out a destination, but won't give any direction on how this is to be executed. For example a policy would contain a statement such as: 'Time and attendance will be tracked for all staff and contractors in a clear and consistent way', but wouldn't give any indication as to how that should be done.

Policy Name:	Sustainability Policy
Policy Owner:	Donna Lewis
Date Created:	06/04/2021
Next Review Date:	06/04/2022

1. Policy Description:

This policy outlines Anawim's commitment to act in a responsible manner throughout the business in order to maintain sustainability throughout the organisation for staff, suppliers and clients.

Anawim recognises that its activities may have an impact upon the environment through its routine and internal operations, its infrastructure and through its influences and effects on the wider community. The company acknowledges a responsibility for and a commitment to the protection of the environment at all levels. The company pledges to comply with environmental legislation wherever possible.

2. Purpose of the Policy:

The following sustainability principles have been established:

- Operate in an environmentally sustainable manner and minimise the environmental impact of our operations, including on climate change;
- Actively promote recycling both internally and amongst our customers and suppliers;
- Comply with all legal and regulatory requirements, and, where feasible, exceed minimum compliance;
- Meet or exceed all the environmental legislation that relates to the Company;
- Invest in and engage with our local community;



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- Conduct our business with integrity and in an open and ethical manner and require the same standards throughout our supply chain;
- Invest in the welfare and development of our employees.
- Promote environmental management policies and practices at every level and in every department of the company;
- Increase awareness of environmental responsibilities among staff;
- Minimise waste and pollution and develop and operate environmentally sound waste management procedures;
- Promote a purchasing policy which will give preference, as far as practicable, to those products and services which cause the least harm to the environment;
- Maintain the grounds and buildings of the company in an environmentally sensitive way, having regard to protection of local natural habitats;
- Avoid the use of paper wherever possible, recycling equipment that is no longer of use to the company;
- Keep energy usage low wherever possible;
- Reuse waste paper (from the printer) where possible, making use of the blank side for notes, etc;
- Work with other local, national and other agencies as appropriate to promote environmental policies.

3. Scope:

Anawim commits to a carbon reduction plan to achieve Government target of net-zero carbon emissions by 2050" by implementing the following principles that will be monitored and achieved in the following ways:

Purchasing Policy guidelines:

- Reduce: Anawim will firstly question whether a purchase is strictly necessary and if it is, whether the amounts required could be reduced.
- Re-use: Anawim will seek to buy re-used items in preference to new items where practical.
- Recycle: If new items have to be purchased, Anawim will seek whether there is a feasible option of buying products made locally, from recycled materials or a more energy efficient.



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- Fleet vehicles to be selected and purchased with lowest possible emissions. When vehicles are routinely replaced low or zero emission vehicles to be purchased. Vehicles not due for replacement to be regularly serviced and maintained in order to reduce emissions as much as possible. Vehicles with large engines and high emissions will not to be purchased wherever possible. This will be monitored and measured annually and as and when vehicles are replaced.
- Purchasing processes and partner companies involved in the supply chain to be routinely assessed and items such as ink, paper, and consumables all to be purchased where possible on a recycling scheme. Old ink cartridges are to be returned to supplier to be re filled and new ones not purchased. The company does not distribute items so no distribution needs are identifiable.

Energy Policy guidelines:

- Any lighting systems within the buildings not already on automatic timers to be converted. Aim is to have the building 95% automatic with regards to the lighting with switches only available in the areas that require it for regulatory and legal purposes.
- Local recycling of paper, cardboard, plastic and glass to continue and separate refuse points to continue to be used for the above.
- Donations of clothes, food, toiletries and other consumables are passed on to those in need which contributes to cuts on clothing waste particularly.

Anawim Transport Policy guidelines:

- Where possible staff not required to transport clients, will be encouraged to take public transport options. We recognise that some staff may need to use their cars in order to carry out their role within Anawim and in such cases, the vehicle guidelines should be observed.
- Anawim encourages staff to work from home where possible to reduce travel.

Food Policy guidelines:

- All staff and volunteer meetings where food is provided will include vegan options to reduce the consumption of meat.



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4. Monitoring and Review:

- This policy will be communicated to all staff through updates on newsletters.
- Any amendments or reviews of the policy will be submitted to the Anawim Policy Group for review and to the HR Sub Committee for approval.
- It will be made available to the general public and stakeholders via social media and the company website.
- Employees are encouraged to put forward suggestions for and demonstrating good environmental practices.
- This policy is to be reviewed on an annual basis as a minimum.
- Environmental legislation to be discussed and acted upon during quarterly meeting with partners and stakeholders. Any legislation that is pending within the 6 months following the meeting to be looked at and any requirements to demonstrate compliance to be mapped out to ensure full understanding by all involved in the administration of the policy.
- Regular reviews to ensure that all new business activities are captured in a timely manner and the potential impact on the environment is recognised and recorded.
- Risk Assessments to be carried out prior to installations being carried out to identify if any of the products or installation methods are potentially damaging to the environment and if so, how the damage can be mitigated or minimised in the most practicable way as possible.

Acronyms:

Acronym	Meaning

Sign Off:

Name:	Role:	Date:	Version No:
Joy Doal	CEO	23.04.2021	V2.0
Donna Lewis	COO	23.04.2021	V2.0



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