

Sustainability Policy Template

I. Introduction

As a company, we recognise that sustainability is an important issue – the world is under increasing environmental and social stress, and as a small business we want to contribute towards creating positive change.

We acknowledge that collectively our sector has a huge environmental and social impact.

- [Example: As a company in the fashion and textiles industry, we recognise the huge environmental and social impact of our industry. The sector alone is responsible for 10% of humanity's carbon emissions and is also the second-largest consumer of water worldwide (WEF, 2020).]

II. Commitment

At [company name], we are committed to protecting the environment and the people connected to our business. In doing so, we acknowledge that (although not our intention) some of our operations have a negative impact on the environment. Through this policy we:

- [Example: Commit to apply with applicable laws in all our operations; commit to implementing our sustainability agenda in line with the sustainable development goals (SDGs) 5 (gender equality) and 8 (decent work and economic growth); commit to minimise our impact on the environment by using resources effectively and sustainably, commit to increased awareness among staff of our sustainability efforts in order to encourage responsible behaviour; commit to meeting all relevant Health, Safety and Environmental legislation; commit to ensuring our suppliers and customers are encouraged to support our environmental and social goals; commit to improving employment in the local area; commit to regularly reviewing and reporting on our progress towards are stated goals.]

III. Scope

This policy applies to our employees, products, services, and our direct operations.

IV. Priority Areas

We have identified that our main environmental and social impacts originate from:

- [Example: the energy we use in our office; the waste we produce; the water we use; materials in the production of goods; the health and safety of contractors]

V. Actions We're Taking

To address the above environmental concern, we will:

- [Example: Follow the principles of ISO14001 Environmental Management System; measure and report our carbon footprint for Scope 1 (direct emissions) and 2 (emissions from electricity use) on an annual basis; reduce business travel miles through better

journey planning; encourage staff switch off electrical equipment and unnecessary lights when not in use; encourage staff to close windows and external doors when heating is on; introduce phased replacement of LED bulbs in premises; switch to 100% renewable energy tariffs for electricity in our premises; promoting and supporting natural solutions to reduce/reuse surface water; keep waste to a minimum by preventing, reusing, recycling or recovering waste; ensure waste is sorted, stored and disposed of appropriately; minimise the amount of printing and minimise the amount of waste paper; promote and disseminate good environmental practice to all stakeholders, including suppliers, customers and the local community]

To address the above social concerns, we will:

- [Example: introduce diversity and inclusion training for all staff; provide all employees with an anonymous mechanism through which they can express themselves and highlight concerns; allow flexible working; use local suppliers and producers; encourage staff to undergo mental health training]

Authorised by:.....

Title:.....

Date:.....