

## Environmental and Social (E&S) Action Plan Template

Environmental Risk / Opportunity	Action(s)	Human / Financial Resources	End Date	Responsibility	Expected Outcome / Target	Measurement	Expected Business Benefits
EXAMPLE: Carbon emissions caused by inefficiencies in our premises.	Upgrade lighting to LED with controls.	Estimate cost £12,650 (based on 23 170W LED luminaries with control at a cost of £550 each).	January 2023	CFO and site maintenance manager.	Annual saving of 30.3 tCO2*.	Progress will be measured using energy bills and smart-meter energy recordings.	Year 1 savings estimated to be £7,477 with a total payback period of 21 months*.

Social Risk / Opportunity	Action(s)	Human / Financial Resources	End Date	Responsibility	Expected Outcome / Target	Measurement	Expected Business Benefits
EXAMPLE: Gender equality (specifically the limited number of women in senior management roles – currently at 11%).	1. Introduce flexible working to reduce female retention rates; 2. Implement a mentoring programme for female graduates.	Senior managers to dedicate one hour a week to mentoring.	March 2025	CEO and steering group.	Increase the number of women in senior management roles to 30%.	Progress will be measured using annual data on recruitment, retention, and promotion rates.	Improve our ability to attract and retain talent, reduce staff turnover costs, enhance productivity and customer base will be better reflected.

\*Cost and carbon savings estimated using [The Carbon Trust's business case calculator](#)