

**EDINBURGH PRESERVES**

**SUSTAINABLE DEVELOPMENT**

**AND**

**ENVIRONMENTAL POLICY DOCUMENT**

## SUMMARY

1. This Policy Document describes what Edinburgh Preserves are doing to reduce our impact on the environment.
2. Here is a statement of our aims:-

**We aim to achieve continuous improvement in our environmental performance by taking the following action whenever practicable and economically viable:-**

**Reducing our consumption of energy, water, paper and other resources**

**Reducing waste by re-using and recycling and by using refurbished and recycled products and materials**

**Where feasible buying goods and services which are derived from natural and sustainable sources and which are manufactured and delivered in an environmentally responsible way**

**Travelling in an environmentally friendly way**

**Phasing out ozone-depleting substances and reducing environmentally damaging emissions**

**Meeting all relevant statutory regulations and official codes of practice**

**Involving staff in working within and strengthening this policy and achieving our targets**

3. Our main impact on the environment is through the way we run these buildings and the way we purchase our materials.
4. This document sets out Edinburgh Preserve's commitments to help achieve the UK's new emissions reduction targets, what we already do to minimise our impact on the environment and the improvements which we intend to make.

## Energy

5. We already;-
  - Run our buildings in a way which minimises energy consumption, without compromising professional standards.

## Paper

### 6. We already;-

- Use the internet and email, rather than paper documents, as the main means of communicating and disseminating information.
- Encourage the re-use of envelopes and of paper which has been printed on one side
- Purchase some recycled paper for general office printing
- Recycle packaging and office paper for use in protecting our goods ordered on our website and sent in post.

### 7. Our next steps are to;-

- Encourage staff to reduce the amount of paper used (eg by not printing routine or insignificant emails)
- Increase the amount of recycled paper we purchase

## REDUCING WASTE

**We aim to achieve continuous improvement in our environmental performance by taking the following action whenever practicable and economically viable:**

**Reducing waste by re-using and recycling products and materials.**

## Re-using and recycling

### 8. We already;-

- Collect and recycle all waste paper and cardboard
- Recycle toner/ink cartridges, light tubes and some batteries
- Purchase materials from suppliers in a way that makes the packaging easy for us to re use.

### 9. Our next steps are:-

- Provide bins for recycling and ensure separation of waste.
- Reducing the amount of plastic in packaging

## **BUYING GOODS AND SERVICES IN AN ENVIRONMENTALLY RESPONSIBLE WAY**

**We aim to achieve continuous improvement in our environmental performance by taking the following action whenever practicable and economically viable:-**

**Where feasible buying goods and services which are derived from natural and sustainable sources and which are manufactured and delivered in an environmentally responsible way.**

### 10. We already:-

- Specify environmentally-friendly products (such as - Palm Oil used in ingredients must come from certified sustainable sources)
- Purchase materials as locally as possible, when possible.
- Try to use as little plastic as possible in our packaging
- Seek evidence that suppliers have in place appropriate environmental management policies and practices, and that they can substantiate claims about environmentally preferable products
- Give preference (when other things are equal) to suppliers who can demonstrate that the goods and services they offer are environmentally advantageous
- Use e-procurement methods for low value routine purchases, to reduce the number of paper transactions.

### 11. Our next steps are to:

- Encourage the specification of the use of renewable or recycled materials in where it is practical and economically viable to do so
- Remain alert to new environmentally-friendly opportunities for procurement
- Aim to use zero plastic in our packaging
- Have a sustainable development notice to suppliers on our standard contracts as follows:

“Suppliers are requested to satisfy themselves that no product will be supplied or used which will endanger the health of the consumers or others, will cause significant damage to the environment during manufacture, use, or disposal, which consumes a disproportionate amount of energy during manufacture, use, or disposal, which causes unnecessary waste because of over-packaging or because of an unusually short shelf life, or which contains materials derived from threatened species or threatened environments.”

## **TRAVELLING IN AN ENVIRONMENTALLY FRIENDLY WAY**

**We aim to achieve continuous improvement in our environmental performance by taking the following action where practicable and economically viable:**

**Travelling in an environmentally friendly way.**

12. We do not have major travelling requirements in carrying out our business and our travel is mostly directed to visiting customers and suppliers around the UK

Nonetheless we already:-

- Try to do a lot of business over the phone or e mail to reduce travelling
- Reduce the need for our customers to travel to visit
- Encourage travel by rail rather than air, to London in particular

## **OZONE-DEPLETING SUBSTANCES AND ENVIRONMENTALLY DAMAGING EMISSIONS**

**We aim to achieve continuous improvement in our environmental performance by taking the following action whenever practicable and economically viable.**

**Phasing our ozone-depleting substances and environmentally damaging emissions.**

13. We already:-

- Buy environmentally-friendly cleaning materials for our cleaning staff
- Ensure that hazardous substances are stored, used and disposed of in accordance with best practice and legislation.
- Minimise the use of solvents

14. Edinburgh Preserves is not a significant user of ozone-depleting substances or producer of environmentally-damaging emissions and we have not identified any extra steps which we should be taking.

## **INVOLVING STAFF**

**We aim to achieve continuous improvement in our environmental performance by taking the following action whenever practicable and economically viable.**

**Involving staff in working within and strengthening this policy and achieving our targets.**

15. Every member of staff daily takes decisions which have an environmental impact – decisions on how to get to and from work, decisions on whether to open a window or switch on a light, decisions which have an impact on the amount of paper we use.