

Document Details

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1 Introduction

1.1 Scope

Our purpose for authoring a publication Environmental Planning and Sustainability is to emphasise our commitment to conducting all our activities in a sustainable and environmentally responsible manner.

This policy applies to employees, contractors, consultants, temporaries and other workers at Trailight including all personnel affiliated with third parties.

1.2 References

1.2.1 Standards

Standard	Title	Description
ISO 26000:2010	Guidance on social responsibility	Guidelines and underlying principles

1.2.2 Documents

Document Number	Title

1.3 Terms and Definitions

- “we”, “our”, “the company” and “the organisation” refer to Trailight
- “staff” and “workers” means all of those who work under our control, including employees, contractors, interns etc.
- “ELT” refers to the Executive Leadership Team

2 Roles and Responsibilities

2.1 CEO

Our Chief Executive Officer assumes ultimate accountability for sustainable development, supported by the ELT.

2.2 ELT

The ELT is responsible for giving direction to the respective departments and business areas to support our overall sustainability strategy.

2.3 All Staff

All employees of Trailight, at every level, have an individual responsibility for ensuring adherence to this Policy.

3 Policy Statement

3.1 Introduction

Trailight is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to Trailight’s professional activities and the management of the organisation. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

3.2 Our Sustainability, definition, and ambition

As a business we understand the impact that we can have on our surrounding environment and feel we have a social responsibility to ensure our practices are sustainable and that we minimise the negative effects we have on the environment both locally and globally.

What this means to us is that we operate our professional activities and the management of our organisation in a way that enables all people to realise their potential and improve their quality of life while protecting and enhancing the earth’s natural capital. We deliver this operationally through our sustainability objectives.

We are therefore committed to continually improve the integration of sustainability into our working environment and business processes. Our aim is to play a proactive role in contributing to achieving sustainability where we have influence. We are committed to accountability and transparency in our sustainability performance.

3.3 Principles

Our Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice
- To integrate sustainability considerations into all our business decisions
- To ensure that all staff are fully aware of our Environmental Planning and Sustainability Policy and are committed to implementing and improving it
- To minimise the impact on sustainability of all office and transportation activities
- To make clients and suppliers aware of our Environmental Planning and Sustainability Policy, and encourage them to adopt sound sustainable management practices
- To review, annually report, and to continually strive to improve our sustainability performance.

3.4 Practical Steps

In order to put these principles into practice, we will:

3.4.1 Travel and Meetings

Walk, car share, cycle and/or use public transport to attend meetings, site visits etc., apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.

Avoid physically travelling to meetings etc. where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with our clients and partners.

3.4.2 Purchase of Equipment and Consumption of Resources

Minimise our use of paper and other office consumables through utilising technology such as our cloud environment and document control solution.

As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and reduce the energy consumption of office equipment by purchasing energy efficient equipment and performing good housekeeping.

We will seek to purchase electricity from a supplier committed to renewable energy. In addition, we seek to maximise the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes.

Where using data centres and cloud hosting, we will actively seek suppliers who also align with our sustainability values.

We ensure that timber furniture, and any other timber products, are recycled or from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified.

Where possible, we also purchase fair-trade and/or organic food and beverages.