

Sustainability Policy and Action Plan for the GLA/ESF Funded Parental Employment Project

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The Issue Status

The Issue Status is indicated by the version number in the footer of this document. It identifies the Issue Status of the *Sustainability Policy and Action Plan for the GLA/ESF Funded Parental Employment Project*. When any part of this document is amended, a record is made in the Amendment Log shown below.

The Sustainability Policy and Action Plan for the GLA/ESF Funded Parental Employment Project can be fully revised and re-issued at the discretion of the 3SC Senior Management Team.

Issue	Amendment	Date	Initials	Signed off by	Review date
1.0	First release	November 2020	DB	JC	November 2021



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1. Introduction

1.1 Purpose

The objectives of the European Social Fund programme are pursued in line with the principle of sustainable development, including the aim of preserving and improving the quality of the environment as well as the need to prepare for expected changes to the environment and climate.

All ESF funded projects, whether they have an environmental focus or not, must take the environment into account when delivering their services.

The purpose of this policy is to communicate 3SC's, and their subcontractors, commitment to promoting sustainable development that complies with the '*Cross-Cutting Themes Guidance for ESF (Sustainable Development and Equality)*' and relevant environmental legislation, whilst delivering European Social Fund activities. The purpose of the Sustainability Action Plan is to turn our policy commitment into action.

The subcontractors for the Greater London Authority/European Social Fund (GLA/ESF) contract for Parental Employment are:

- The Write Time
- Belina Grow
- Successful Mums

1.2 The Policy

3SC and its subcontractors recognise that we have a responsibility to the environment beyond legal and regulatory requirements. 3SC and its subcontractors are committed to promoting, and supporting, sustainable development whilst delivering European Social Fund activities reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods.

We adhere to Sustainability Principles in three main areas:

- **Social Sustainability:** we invest in communities through working with and supporting our subcontractors to deliver the GLA/ESF Parental Employment project
- **Economic Sustainability:** we invest in economic reasonable growth through the management and delivery of the GLA/ESF Parental Employment project



- **Environmental Sustainability:** we aim to adhere to ISO 14001 standards and support our subcontractors to do the same. Our aim is to minimise our waste in all aspects of delivery of the GLA/ESF Parental Employment project and encourage active involvement with environmental issues.



2. Policy Aims

2.1 Overview

3SC, and its subcontractors, will ensure that the policy:

- is appropriate to the nature, scale and environmental impacts of activities and services being delivered as part of the GLA/ESF Parental Employment project
- outlines our commitment to comply with applicable legal requirements and with other requirements to which 3SC and its subcontractors subscribe which relate to environmental and sustainable aspects
- provides the framework for setting and reviewing environmental objectives and targets required for the GLA/ESF Parental Employment project
- is documented, implemented and maintained.

3SC and its subcontractors will, as a minimum:

- integrate sustainable development, as appropriate, into policies, plans and decisions needed to deliver the GLA/ESF Parental Employment project
- include a Sustainability Action Plan within the policy, which will be monitored for progress
- take into account the impact of business decisions and actions on service users and the environment
- procure sustainable goods and services
- preserve energy and other natural resources where possible
- minimise waste by reducing and reusing where possible
- comply with and attempt to exceed all relevant regulatory requirements
- continually improve and reduce environmental impacts
- increase employee awareness of how to reduce their impact on the environment.

Paper

We will:

- minimise the use of paper and reuse and recycle where possible
- seek to reduce packaging of items whenever possible
- seek to buy recycled and recyclable paper products.



Energy and Water

We will:

- seek to reduce the amount of energy used where possible
- switch off lights and electrical equipment when not in use
- where possible adjust heating with energy consumption in mind
- take into account the energy consumption and efficiency of new products when purchasing.

Office Supplies and waste

We will:

- evaluate if renting or sharing is an option before purchasing equipment
- evaluate the environmental impact of any new products we intend to purchase
- favour more environmentally friendly and efficient products wherever possible
- reuse and recycle everything we are able to
- dispose of waste using a registered waste collector
- observe and comply with the Waste Electrical and Electronic Equipment (WEEE) regulations (to ensure that WEEE is not mixed with general waste and is disposed of legally).

Transportation

We will:

- reduce the need to travel where possible, restricting to necessary trips only and encourage the use of public transport for longer journeys
- promote the use of travel alternatives such as e-mail or video/phone conferencing
- make additional efforts to accommodate the needs of those using public transport or bicycles.

Maintenance and Cleaning

We will:

- use cleaning materials that are as environmentally friendly as possible where we have some control these
- only use licensed and appropriate organisations to dispose of waste.



Monitoring and Improvement

We will:

- comply with and attempt to exceed all relevant regulatory requirements
- continually improve and monitor environmental performance to reduce environmental impacts
- incorporate environmental factors into business decisions
- increase employee awareness through training and guidance.

Culture

We will:

- involve 3SC staff, and the staff of subcontractors, in the implementation of this policy
- review, and if needed update, this policy at least annually in consultation with staff and other stakeholders
- provide staff with relevant environmental training and guidance
- work with suppliers and sub-contractors to improve their environmental performance.

2.2 Communication

3SC will establish, implement and maintain a procedure for:

- internal communication among the various staff and functions that will support the delivery of the GLA/ESF Parental Employment project
- external communication with subcontractors who will deliver the services required as part of the GLA/ESF Parental Employment project
- receiving, documenting and responding to relevant communication from external interested parties.

3SC has a system in place which ensures that external and internal information is clearly communicated in a timely manner. Environmental objectives are communicated through:

- monthly Contract Performance Assessment (CPA) meetings with subcontractors
- team meetings of 3SC staff
- induction, training and appraisals
- environmental impact surveys.



2.3 Competence and Training

3SC will ensure that any person performing tasks that have the potential to cause a significant environmental impact, whilst delivering the GLA/ESF Parental Employment project, are competent based on appropriate education, training or experience. Associated records of the competence of staff will be retained for the duration of the project.

3SC and its subcontractors will implement a procedure to systematically develop technical competencies where necessary through the identification of training needs, drawing up a training plan and creating awareness of environmental aspects. 3SC recognises that environmental activities can only be successful and lasting if employees from 3SC and its subcontractors are included in understanding and delivering the Sustainability Action Plan.

3SC Staff are trained and motivated to ensure that they are aware of the impact their work has on the environment, both at induction and through the appraisal process. 3SC will work with its subcontractors to deliver a similar approach to sustainability and consideration of the environment.



3. Sustainability Action Plan

- An environmental aspect is the way an activity, service, or product impacts the environment either positively or negatively.
- An environmental impact is a change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation’s environmental aspects.

Sustainability Action Plan					
Legal Legislation and Regulatory Compliance					
Aspect	Impact	Baseline	Control Method	Target	Relevant Legal Compliance
Staff travel/ Vehicles	Air pollution /Global Warming		<ul style="list-style-type: none"> • Limit the use of on-site parking to encourage use of public transport • Encourage use of public transport/shared vehicles for long distances through expenses policy • Use of technology, where appropriate, to minimise travel: usage to be reviewed annually • Use of technology to enable sharing and collaborative working • Review of staff mileage by line managers to identify whether savings can be made. For example, could staff 	<ul style="list-style-type: none"> • Carry out environmental awareness survey (annual) • Develop guidance/training for staff based on survey results • Share survey/guidance and training materials with subcontractors • Identify baseline of mileage and use of public transport • Monitor and review with a view to reducing mileage and encouraging greater use of public transport/bicycles 	Climate Change Act 2008 Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002



			<p>complete meetings in the same town on the same day</p> <ul style="list-style-type: none"> • Environmental awareness survey to improve staff knowledge 		
Use of electricity	Depletion of natural resources		<ul style="list-style-type: none"> • All 3SC's offices are located in serviced buildings that are shared by several organisations. Level of electricity usage in offices is monitored by building management and outside of 3SC's control • Where subcontractors are located in their own offices/buildings monitor the use of electricity, setting a baseline and reviewing and reducing electricity usage by switching off appliances when not in use • Purchase of energy efficient appliances and equipment • Educating staff to reduce the use of natural resources when possible (i.e closing windows and blinds rather than raising temperature in the room where it is possible to do so). • Regular servicing of heating and air conditioning equipment to ensure it remains efficient 	<ul style="list-style-type: none"> • Identify baseline of electricity usage • Monitor and review with a view to reducing usage and encouraging staff to take responsibility for supporting the target reduction 	<p>Climate Change Act 2008 Climate Change Levy (General) Regulations 2012 Finance Act 2000 Part II</p>



			<ul style="list-style-type: none"> • 3SC are located in serviced offices where servicing is the responsibility of Landlords. To ask landlord to confirm electronic equipment, heating and air conditioning are serviced 		
Use of gas	Depletion of natural resources		<ul style="list-style-type: none"> • This is the responsibility of the landlord who provides heating in 3SC's serviced offices and is outside of 3SC's control • Where subcontractors are located in their own offices/buildings monitor the use of gas appliances or heating • Encourage all those involved in the delivery of the ESF Parental Employment project to review their usage of goods and services such as reduce gas usage by turning down heating or not leaving hot water running 	<ul style="list-style-type: none"> • Identify baseline of gas usage • Monitor and review with a view to reducing usage and encouraging staff to take responsibility for supporting the target reduction 	Climate Change Act 2008 Climate Change Levy (General) Regulations 2012
Use of paper	Depletion of natural resources		<ul style="list-style-type: none"> • Reuse and recycle paper whenever possible • Purchase recycled paper • Levels of paper usage monitored • Provision of large VDUs in 3SC's London and Cardiff offices to reduce the need to print 	<ul style="list-style-type: none"> • Identify baseline of paper usage • Monitor and review with a view to reducing usage and encouraging staff to take responsibility for supporting the target reduction • Reduce paper usage by 10% from the baseline 	Climate Change Act 2008



			<ul style="list-style-type: none"> • Double sided copying • Use of portals to record activities and progress • Encourage all those involved in the delivery of the ESF project to review and monitor their usage of paper • Use paper records only as needed to support and deliver the GLA/ESF Parental Employment project 	<ul style="list-style-type: none"> • Improve staff awareness of the impact of printing on the environment • Encourage staff to read documents etc on the screen rather than print 	
Disposal of wastepaper/ card/wood/ plastics and metals	Landfill/ waste burden		<ul style="list-style-type: none"> • 3SC have no control over waste disposal as we are located in serviced offices. Confirmation to be gained from landlords that an authorised waste disposal company/organisation will get rid of their waste • Reuse and recycle waste products whenever possible • Where subcontractors are located in their own offices/buildings provide recycling bins and containers to encourage staff and service users to recycle • COSHH followed for the disposal of waste where we have control 	<ul style="list-style-type: none"> • Carry out environmental awareness survey annually • Develop guidance and training for staff involved in the management and delivery of the GLA/ESF project based on survey results • Share any guidance and training materials with subcontractors 	<p>Control of Pollution Act 1974 (as amended) Waste Strategy for England 2007 The Waste (England and Wales) Regulations 2011 (and amendment 2012) Finance Act 1996 (Landfill Tax) Environment (Wales) Act 2016 The Waste Electrical and Electronic Equipment Regulations 2006</p>



			<ul style="list-style-type: none"> • Confidential waste collection or use confidential waste bins provided by building management • Staff survey about environmental awareness • Share survey with subcontractors so that their staff can complete it • Annual DD review of delivery organisation environmental policy to identify if environmental issues considered • Landlord has recycling points which ensures we can recycle: Paper; cardboard, metal and glass in all serviced offices. • Office furniture offered to other sites (re-used) • Seek to sell/give away office furniture to ensure reuse • Furniture offered to staff when no longer needed • Disposal of office furniture by reputable contractors who will recycle when possible and dispose of any waste ethically and legally 		
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<p>Inefficient electronics and white goods including photocopiers/ printers/ computers</p>	<p>Unnecessary waste of electricity</p>		<ul style="list-style-type: none"> • Disposal and replacement with A rated equipment when due for renewal 	<ul style="list-style-type: none"> • 100% of newly purchased white goods to be at least A rated • 100% of office equipment purchased to be at least A rated 	<p>Waste Electrical and Electronic Regulations 2006 Lists of Waste (England)(Amendment) Regulations 2005 Hazardous Waste (England and Wales) (Amendment) Regulations 2009</p>
<p>Publications – production, distribution and disposal</p>	<p>Depletion of natural resources Air pollution/ Global warming</p>		<ul style="list-style-type: none"> • Use of online resources instead of printed materials – website, social media and e-mail dissemination • Use of on-line training • Communications and marketing delivered on-line 	<ul style="list-style-type: none"> • Reduce use of paper by 10% • Recycle 100% of printed materials, including publications 	<p>Climate Change Act 2008 Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002 Control of Pollution Act 1974 (as amended) Waste Strategy for England 2007 The Waste (England and Wales) Regulations 2011 (and amendment 2012) Finance Act 1996 (Landfill Tax)</p>