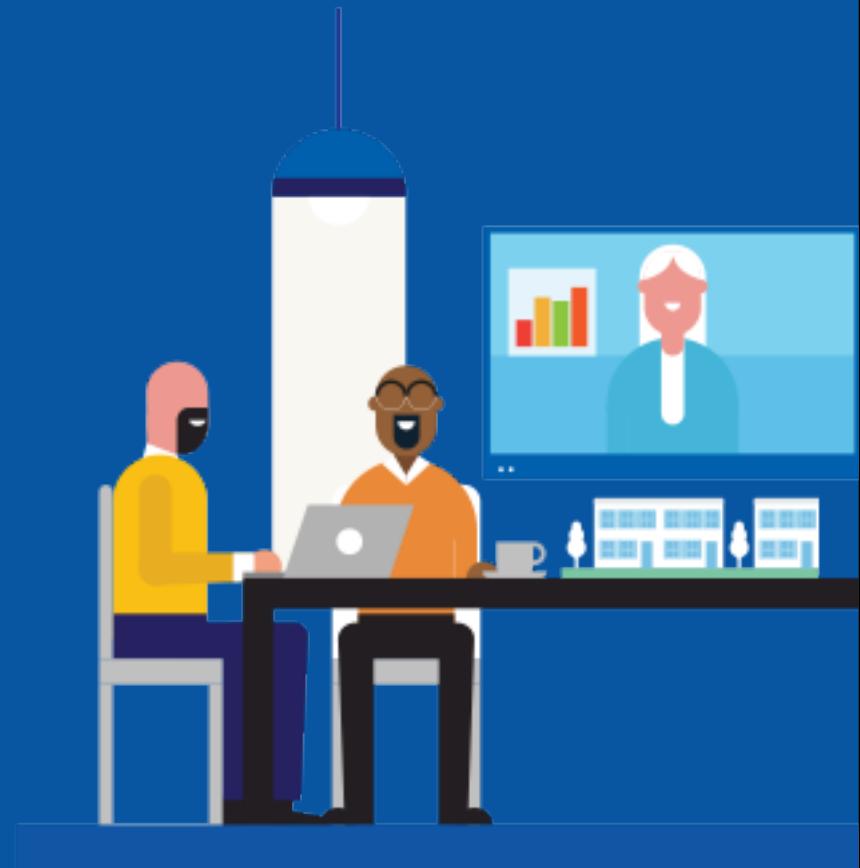


CAMPBELL  
TICKELL

# Campbell Tickell: Environmental Policy

September 2022

*Next Review – September 2024*



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## 1. Purpose

- 1.1. The purpose of this Environmental Policy is to outline our approach and commitment to the minimisation of Campbell Tickell's impact on the environment.
- 1.2. Campbell Tickell Ltd provides management consultancy services to a broad range of not-for-profit and other organisations, many of them subject to scrutiny of the soundness of their business practices and policies by regulatory bodies.
- 1.3. We are responsive to the high standards expected of our clients, and we are similarly committed in the conduct of our work to monitoring and seeking to reduce the impact of our activities on the environment.
- 1.4. We further try to foster an understanding of the environmental issues arising from our business activities among our employees, suppliers, contractors and customers.
- 1.5. Our broad aims are to minimise the impact we have on the environment by:
  - (1) Ensuring that employees and associate consultants are fully familiar with up to date environmental issues and legislation;
  - (2) Choosing consultants local to a client's offices, where practicable and appropriate;
  - (3) Using Teams/Zoom, videoconference and teleconference facilities wherever possible to reduce the need to travel;
  - (4) Ensuring that organisations working in partnership with us and those we subcontract to have their own environmental polices in place and are actively monitoring their activities;
  - (5) Incorporating an environmental perspective into our project management system;
  - (6) Incorporating an environmental perspective into the work we conduct on behalf of our clients (for example, requesting environmental policies of tenderers);
  - (7) Ensuring that the use of consumables and energy are kept to a minimum and only recyclable materials are used where available and practical; and,
  - (8) Setting and achieving measurable targets for key performance criteria such as energy, transport, waste, emissions and water in order to monitor and report on our environmental performance against an agreed baseline.
- 1.6. We are committed to improving environmental performance within our organisation and setting an environmental management monitoring system in place. This requires us to produce suitable targets for the practice as a whole and for individual staff to make their contribution to those targets.
- 1.7. Where possible, we will gather information on a range of environment subjects which will enable us to set objectives and targets while maintaining existing practices that we

recognise as part of a sustainable agenda. We will take into account any growth in our staff numbers through this period as part of the target-setting process.

- 1.8. We work in partnership with our office landlords and will attend regular meetings with them to discuss environmental and sustainability issues within the building.

**To whom does the policy apply to?**

- 1.9. This policy applies to all staff of, and associates working with, Campbell Tickell.

## **2. Areas of Environmental Impact**

**Energy consumption**

- 2.1. Campbell Tickell's office has double-glazed windows and is well insulated, with energy supplied via one electricity meter.
- 2.2. We use a green energy supplier and monitor energy use through recording our billing/usage during the period April – March each year. This allows us to acquire a baseline and set efficiency targets for the following year.
- 2.3. We actively encourage energy efficiency and we encourage our staff to help us achieve our energy targets by;
  - reducing the use of blow heaters and air-conditioning where possible;
  - reducing electricity consumption by setting computers to low power mode when not in use and requesting monitors and additional office equipment are switched off when not in use;
  - leaving large equipment such as photocopiers on during the working days as switching them on and off actually uses more energy than when they are dormant; and
  - using green energy suppliers wherever possible.
- 2.4. Objective: to raise awareness of the relationship between activities and energy consumption, and to encourage everyone to contribute to reducing consumption.
- 2.5. Target: to establish baseline meter readings to measure consumption reductions.

**Water Consumption**

- 2.6. The office has two kitchens, one of which includes a dishwasher. All staff are encouraged to reduce water consumption by using the dishwasher only when it is full and by filling the kettle no more than is required.

- 2.7. Objective: to reduce the volume of water used and raise an awareness of water wastage.
- 2.8. Target: to monitor our consumption annually and establish a baseline to set targets against for the following year.

### **Waste and recycling**

- 2.9. All staff are made aware of the 4 Rs: Repair, Reduce, Reuse and Recycle.
- 2.10. We are committed to disposing of waste safely and we work with our landlords to ensure full use of recycling facilities. All recyclable waste such as; cardboard, paper, glass, plastic and aluminium are placed in separate refuse bins and is taken off site for recycling. Where we can, we encourage suppliers to reduce packaging and to source locally.
- 2.11. Objective: to reduce overall non-recyclable waste.
- 2.12. Target: to increase our recycling activities.

### **Stationery Consumption**

- 2.13. We are committed to reducing the volume of paper used. We use 80 g/m<sup>2</sup> recycled paper for routine printing and photocopying purposes. We further aim to reduce the volume of waste paper by:
  - (1) Encouraging staff to print and photocopy double-sided whenever possible;
  - (2) Encouraging staff to print multiple pages to one sheet of paper whenever possible;
  - (3) Discouraging staff from printing unless absolutely necessary and to using email where possible;
  - (4) Encouraging clients to accept electronic documentation and tenders;
  - (5) Encouraging the electronic storage and exchange of documents;
  - (6) Collecting all paper that has been printed on one side and reusing it as scrap paper.
- 2.14. Objective: to reduce the amount of paper used in the office
- 2.15. Target: to monitor the use of all types of paper in the office in during an annual period and establish a baseline to set targets for the following year. To investigate the possibility of using recycled paper for our branded stationery. To capture spend on stationery consumables to enable future target setting.

**Travel**

- 2.16. We encourage all staff to consider whether travel is necessary and whether meetings can be held using video conference or telephone conference facilities. Where travel is unavoidable to use sustainable means of transport where possible. We have the facility to store bicycles and actively place our offices within easy reach of good public transport services.
- 2.17. Objective: Ensure our expenses policy actively discourages our staff in the use of private vehicles to travel for work purposes.
- 2.18. Target: Year on year reduction in mileage expenses paid for the use of private vehicles.

**3. Monitoring and Review**

- 3.1. This policy shall be achieved through providing employees and sub-contractors with the appropriate environmental awareness training to be able to apply this policy to working activities processes and company procedures.
- 3.2. Our business is fully committed to complying with all environmental regulatory requirements, applicable codes of practice and client environmental policies and procedures.
- 3.3. This environmental policy has been communicated to all employees and is part of their induction upon joining the company. The targets/objectives are reviewed on a six-monthly basis at team meetings.
- 3.4. The Business Manager will review the implementation of this policy in respect of its suitability, adequacy and effectiveness and make improvements as appropriate.

Reference Number	CT General 02
Next review date	August 2024

Approved by the Directors



Signed .....

Print Name: Greg Campbell

Date: 14<sup>th</sup> July 2019

## We support excellence to deliver social purpose

Campbell Tickell is a management and recruitment consultancy providing high quality services, problem-solving and advice primarily to charitable, not-for-profit and public sector organisations.

Our mission is to support our clients' excellence in governance, resilience, performance and compliance. This enables the better delivery of their social objectives for the people, communities and organisations they serve.

Our commitment to social purpose is driven by an overall vision of social justice, equality, diversity and inclusion. We add social value by: providing some pro bono support to the primary sectors we serve; and by supporting charities chosen by our staff with volunteering and annual donations.

We actively seek to reduce our environmental impact in all that we do, including by using public transport, local suppliers and sustainably produced goods where available.

We take pride in being an ethical and supportive employer for our valued, dedicated and highly skilled team.

We aim to deliver excellence in all of our work and stay true to our values, which are that we should be:

***Truthful - Trusted - Courageous - Creative - Collaborative***

***October 2022***

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