



Environmental Sustainability Policy

Oakdene Hollins can contribute to sustainable development not only through our advice and research, but also in the way we conduct our own business. We are seeking substantial improvements in resource- and carbon-intensity that mean a long term transformation in the ways in which we work. This means collaborating with customers, partners and suppliers in a creative process of change for which we take responsibility in leading.

Principles:

- Be very efficient in our direct use of energy, materials and water, with objectives in line with or exceeding government targets
- Be carbon neutral, offsetting residual carbon emissions in demonstrably sustainable ways
- Be compliant with regulation, including that with environmental and social dimensions
- Encourage sustainable products and services by buying them ourselves
- Work with customers and partners to define more environmentally and socially sustainable ways of meeting their objectives
- Enable our staff to live low environmental impact lifestyles
- Encourage social involvement to help build more sustainable communities
- Set targets, report, review and continuously try to improve our performance.

Practical Steps:

Efficiency:

- To operate good housekeeping measures to minimise energy, materials and water use within our offices, identifying key impacts by way of a baseline study:
 - Switching off screens and other office equipment when not in use, including switch timers
 - Operating power management settings on PCs to minimise energy consumption when idle
 - Maximising use of natural and zonal lighting whenever possible to minimise use of artificial lighting
 - Use of natural ventilation to avoid use of forced air cooling
 - Minimise printing requirements and use universal double sided printing (and two pages to one side printing where possible)
 - Recycle office paper, cardboard, plastic, batteries and metal containers and compostable waste.
- To cascade company-owned products for reuse through other office applications, employees, friends or relatives, or through more formal reuse schemes.
- To travel with minimal green house gas emissions:
 - Use telephone- or video-conferencing to minimise travel requirements
 - Public transport will be used as the first choice. If this is not practicable, then a low emissions hire car from the approved company supplier will be used. This provides trip-specific data for vehicles that are highly maintained. This policy will be monitored through the staff costs claims system
 - Rail travel will be used in preference to air (e.g. Eurostar to Brussels).

Carbon Neutrality:

- We aim to reduce the carbon intensity per person by 3.5% per year without the use of offsetting, in line with the UK Government target to achieve an 80% reduction in greenhouse gas emissions by 2050. We include embedded carbon in our calculations, with credits for the purchase of remanufactured products and for disposal for reuse
- We are sceptical of offsetting schemes due to their poor attribution and auditability, and inability to drive behaviour change. However in order to have a demonstrably “carbon neutral” operation, we calculate the monetary value of our greenhouse gas emissions using market data, and allocate the amount to bicycle purchase and maintenance, or other energy efficiency measures such as insulation, energy monitoring equipment or solar chargers.

Sustainable Procurement:

- Critical purchasing areas are selected where we have significant expenditure and there is also high sustainability impact. These are measured by carbon emissions, waste arisings, impact on employees’ wellbeing and potential for wider positive societal impacts. Where our ability to influence suppliers is high, we engage with them in securing improved impacts. Where influence is low, we apply minimum environmental standards, based wherever possible around reusable or remanufactured products, or around the EU Ecolabel. Key areas are:
 - Specifying lower emission hire cars
 - Specifying improved event management
 - Using fairly traded beverages
 - Office equipment and supplies purchasing: Energy Star Gold computers and monitors; remanufactured office equipment and furniture wherever possible, including printers and photocopiers, toner cartridges; 100% post-consumer recycled content or EU Ecolabel paper; rechargeable batteries.

Encouraging Low Impact Lives:

- We have flexible working hours in order to maximise working efficiency whilst allowing personal flexibility.
- The company purchases and maintains bicycles for employees who can commute by bicycle (see also our offsetting policy) and periodically lays on free “bicycling breakfasts”.
- A Green Travel Plan for the company is produced to facilitate low impact travel to office.

Encouraging Social Involvement:

- Our employees are encouraged to volunteer for socially- or environmentally-beneficial schemes, some of which can take place in company time. Examples include school governorship, young people’s holiday camps, leading school projects on sustainability, or junior sport coaching.

Reporting, Review and Improvement:

- We will report key performance indicators on our web site, updated annually with performance targets and comment.

Monitoring and Reporting:

- Our Sustainability Policy will be reviewed and reported on annually (from April 09) using the following indicators:
 - carbon emissions per person per year
 - total waste generated per person per year
 - residual waste discarded per person per year
 - recycling percentage
 - proportion of business travel by public transport.
- We made the following changes after reporting in 2009/10:
 - 20% of overhead fluorescent lighting tubes through-out the office were removed. Class C diesel fuelled cars were specified from Enterprise Cars for company use, further incentives given for train journeys and a Director led by example – taking a train to Aberdeen instead of flying.

Table of Sustainability Indicators

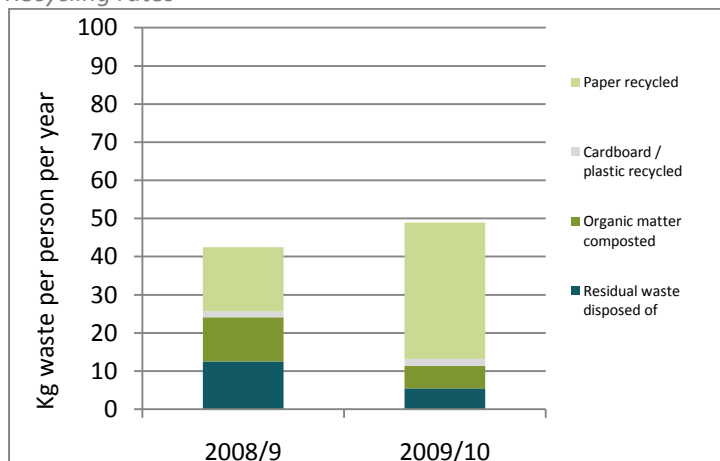
Principle	Source of Impact	Objectives	Policies and Targets	Indicators
Energy and resource efficiency	Travel by staff	Minimise carbon emissions by avoiding unnecessary business travel	Increase the absolute no. of meetings by teleconference, video conference or webcam	No. of teleconference video conference or webcam conferences
		Minimise carbon emissions of staff business travel		GHG emissions from transport (from 2010)
		Minimise travel to work carbon emissions	Increase the no. of staff travelling to work by bicycle or public transport	
	Office operations	Minimise carbon emissions from electricity and gas use		Estimated electricity and gas usage
		Minimise negative impact of paper use	Recycle all paper	Volume of waste generated Volume of residual waste discarded
		Minimise other waste discarded	Recycle cans, plastics, metal. Compost organics. Maintain >70% recycling rate and <12kg residual waste per person/year	Volume of waste generated Volume of residual waste discarded
		Avoid discard of usable office equipment	Cascade reuse of office equipment	No. of items of office eqpt discarded as waste
Carbon neutrality	Mainly staff business travel and office operations	Declining GHG emission intensity	3.5% reduction per year to meet 80% target by 2050	Estimated GHG emission intensity
		Carbon neutrality	Offset residual GHG emissions	Total GHG emissions
Sustainable procurement	Operation of a new office	Reduce GHG emissions	Specify BREEAM excellent or better	Ecopoints or equivalent
	Car hire	Reduce GHG emission	<150g CO ₂ /km cars to be hired	Number of trips in non-compliant cars
	Embedded or in-use carbon impact of office eqpt and consumables	Reduce carbon/ resource intensity and reduce hazardous materials	Use EPEAT, Ecolabel or Energy Star Standards for equipment	
Low impact lives	Travel to work	Staff travelling by walking/ bicycle/ public transport	Provision of company bicycles	Proportion of staff travelling to work by walking/ cycling/ public transport
Social involvement	Staff contribution to community life	Improvement of local/ national community life or of local environment	Encouragement of volunteering. Some availability of company time.	

Red = key reported indicator

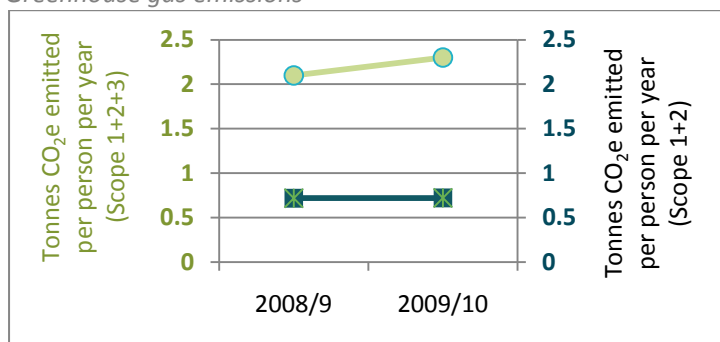
Black = indicator for internal management purposes

Oakdene Hollins waste data, year on year comparison

Recycling rates



Greenhouse gas emissions



Example CO₂ report

CO ₂ Calculator											
Project	Name	Date	Payment ref	Bus	Train/tube	Hire car: diesel	Hire car: petrol	Own car: diesel	Own car: petrol	Plane	Total
999	Sample Project										
	Consultant A	06/04/2010	E900A	0.70	26.00	0.00	0.00	4.93	0.00	0.00	31.63
	Consultant A	22/04/2010	E902B	0.00	0.00	29.46	0.00	0.00	0.00	0.00	29.46
	Consultant A	27/05/2010	E954A	0.00	0.00	0.00	36.11	0.00	0.00	0.00	36.11
	Consultant B	22/04/2010	E910A	0.00	8.40	0.00	0.00	0.00	3.83	0.00	12.23
	Consultant B	05/05/2010	E923C	0.00	0.00	0.00	0.00	7.84	0.00	202.40	210.24
	Consultant B	06/06/2010	E960D	0.56	14.00	0.00	0.00	2.24	0.00	0.00	16.80
Project Total Travel CO₂ (kg)				1.26	48.40	29.46	36.11	15.01	3.83	202.40	336.46
Days spent:		27.6									
Carbon impact of days spent - kg CO₂:											120.34
Project Total CO₂ Impact (kg)											456.80

Last updated: 08/10/10

NOTE: This policy has been approved and signed by the Directors; David Fitzsimons and Nick Morley. The signatures do not appear on this page as we have a security policy requiring that no electronic signatures are used on documents and then distributed by email. All signatures on behalf of the company are applied only in ink.