

Environment Sustainability Policy Governing the Behaviours and Objectives of The Kelly Foundation.

1.1. This Environmental Sustainability Policy formalises our commitment to supporting the principles of environmental sustainability and recognises that a sustainable environment is central to our lives and our work and that of our clients.

1.2. The Kelly Foundation is committed to managing its activities to promote environmental sustainability, conserve and enhance our natural resources, prevent environmental pollution and bring about continual improvement in our environmental performance.

1.3. The aim of this Environmental Sustainability Policy is to integrate a philosophy of environmental sustainability into all our activities and to establish and promote sound environmental practice in our operations. We will achieve this by:

- a. Informing staff, customers and associated charities of our commitment to the environment and sustainability.
- b. Supporting the implementation of environmental actions within our organisation.
- c. Monitoring the progress of those environmental actions.
- d. Communicating the outcome of those environmental actions to relevant parties.

2 Responsibility

2.1. This policy is owned by Emma Rees, General Manager. It was adopted by the trustees on 18th July 2023 and will be reviewed every 12 months. Changes may be made at any time based on guidance, experience or amended organisational priorities or statutory requirements.

2.2. All staff and volunteers will have a day-to-day responsibility for this policy.

2.3. Suggestions for changes or additions to this policy are welcome and should be reported/suggested to the General Manager.

2.4. The policy covers all employees, volunteers, consultants, contractors, and Trustees.

2.5. This policy does not form part of any contract of employment or other contract to provide services, and the trustees may amend it at any time.

4 Environmental Sustainability Statement

4.1. The earth's environment is under severe stress from uncontrolled human activity, threatening the survival of our society and the performance of The Kelly Foundation's mission.

4.1. The Kelly Foundation respects our relationship with the natural environment and its ecosystems. We acknowledge the adverse impacts that human activity can impose and take actions to prevent degradation of those natural systems. We acknowledge the specific impacts of our business on the natural environment, and our responsibility as a good corporate citizen to ensure a natural environment that is sustainable.

4.2. The Kelly Foundation commits itself to the following principles and practices:

- a. Monitoring and managing our environmental performance and working towards targets set to reduce adverse impacts.
- b. Complying with all relevant international, national, county and local environmental policy, practices, regulations and legislation, and industry-specific best practice.
- c. Reducing the consumption of natural resources in daily operations, including water, paper and energy.
- d. Maximising the recycling of resources.
- e. Disposing of all waste appropriately, and minimising waste sent to non-recyclable disposal sites.
- f. Committing to the principles of preventing pollution to the environment and continual improvement in our environmental management.
- g. Minimising pollution by taking steps to limit carbon emissions resulting from vehicle travel.
- h. Where possible, encouraging suppliers to meet the highest standards of environmental performance.
- i. Communicating this policy to all employees, contractors and other stakeholders, as well as making this policy available to the general public.
- j. Reporting on the company's environmental performance in both internal and external communications, where relevant.

5 The Natural Environment and The Kelly Foundation

5.1. The Kelly Foundation commits to increasing opportunities for nature to thrive on any assets we own, lease or manage. Presently that is limited to the Pinetrees Centre and the community allotment.

5.2. In so far as we are presently able, we are committed to biodiversity, and will work to ensure our actions with regard the assets we own or manage do not have a detrimental impact on the natural environment and will support biodiversity.

5.3. We will achieve this by:

- a. Protecting and enhancing the quality and extent of the natural environment in the assets we lease or manage.
- b. Supporting the conservation of any trees, hedgerows, ponds, streams, coastal habitats and other aspects of the natural environment.
- c. Managing our assets and those adjacent, such as public rights of way in a manner that protects and increases biodiversity.
- d. Introducing environmental growth opportunities and activities wherever we can on our assets.
- e. Banning the use of balloons, sky lanterns, inefficient outdoor heating, including patio heating, and other materials and activities which could have a detrimental impact on the natural environment.
- f. Phasing out the use of chemicals and pesticides on the assets we lease or manage.

5.4. We encourage the efficient use of water on all assets we own, lease or manage.

5.5. We will seek to ensure staff and other users of our buildings are aware of how to reduce the use of water, and reuse water wherever possible.

6 Sustainable Travel

6.1. We will promote and support modern working practices including remote working and hybrid working.

6.2. We will encourage the use of digital meetings wherever possible.

6.3. We will encourage staff to take public transport, cycle or walk to work wherever possible.

6.4. We support and encourage the use of electric and other ultra-low emissions vehicles.

7 Waste and Recycling

7 The Kelly Foundation commits to keeping waste to an absolute minimum by preventing, reusing, recycling or recovering waste wherever possible. We will ensure waste is sorted, stored and disposed of properly and in a sustainable manner in all of our locations.

7.2. We aspire to be a zero-waste organisation. We will achieve this by:

- a. Phasing out the use of single-use plastics and where we can, tins. Within year1 we will seek to introduce a vended carbonated drink system to reduce tins and plastics.
- b. Adopting batch cooking and freezing to reduce energy demand.

- c. Recycling 100% of recyclable material, including food waste, which will be taken to our allotment for composting.
- d. Reducing the use of non-recyclable material and offsetting where this is not possible.
- e. Promoting and encourage recycling by all staff.
- f. Using recyclable, compostable and/or recycled products at Pinetrees.
- g. Eliminate the production of non-recyclable resources such as laminated or plastic based publicity material.
- h. Minimise the amount of printing and the amount of wastepaper where possible.
- i. Electrify to use electronic communication as our primary method of communication and respond to statutory demands only for paper-based communication.
- j. Minimising pollution and preventing it wherever possible, including light, noise, solids, liquids and chemicals.

8 Sustainable Supply Chain

8.1. We aspire to reduce our carbon footprint throughout our supply chain. We commit to the principles of buying locally, seasonally, and making a concerted effort in all our procurement decisions to reduce the distance travelled between source and destination.

8.2. We commit to timely procurement and encourage less environmentally damaging ways for international procurement needs.

8.4. We will meet the objectives of sustainable procurement by:

- a. Sourcing materials and services locally and seasonally.
- b. Ensure catering and foodstuffs are sourced from organic, local, and/or fair-trade sources as far as possible.
- c. Ensure timber or other wood-based materials are sourced from recyclable or sustainable sources.
- d. Ensure all consumables such as cleaning materials and inks are eco-friendly.
- e. Encourage at least major suppliers to document their sustainability policies and report their measures.
- f. Review existing and plan for new procurement spending within the principles of environmental sustainability.

8.5. We will encourage all our suppliers to adopt principles of environmental sustainability.

9 Energy Concern

9.1. Human activities over the past 200 years, such as the burning of fossil fuels and land clearing, have led to an increased concentration of greenhouse gases in the lower atmosphere – increasing the average global temperature and precipitating a climate crisis. The 1997 *Kyoto Protocol* has defined the most prominent greenhouse gases as carbon dioxide, methane and nitrous oxide, as well as sulphur hexafluoride, hydrofluorocarbons and perfluorocarbons. Taken together, these greenhouse gases e9.2. The use of electricity and gas is a key contributor to greenhouse gas emissions; however, our organisation cannot function without energy. Therefore, energy is one of the clearest and most important ways to reduce our overall emissions, and is a key part of our commitment to reducing our carbon footprint.

9.3. To accomplish a reduction in emissions from energy use, we will:

- a. Undertake an energy audit.
- b. Produce a plan to reduce our energy usage.
- c. Produce a plan to switch to 100% renewable energy procurement.
- d. Investigate how wind and solar energy might be used on Kelly Foundation assets.

9.4. In concert with Community Centre Management, we will review and reduce our Scope 1 emissions. These are emissions which occur from sources directly controlled or mostly used by The Kelly Foundation, such as furnaces, boilers and owned vehicles. We will produce a plan to reduce and offset our Scope 1 emissions.

9.5. In concert with the Community Centre Management we will review and reduce our Scope 2 emissions. These are indirect emissions from sources such as purchased electricity. Within 2 years we will produce a plan to reduce and offset our Scope 2 emissions.

9.7. Taken together, these efforts to move towards 100% renewable energy use, and to review and reduce our emissions at Scope 1 and 2, to help us reach net zero emissions by 2030.

10 Information Technology

10.1. We will work towards the use of certified sustainable PCs, laptops, monitors, mobile devices, network and server hardware.

10.2. Where possible, we will source IT equipment from recycled sources.

10.3. Non-standard IT equipment will not be used unless there is an unavoidable technical requirement precluding this. Non sustainable equipment or equipment with low energy efficiency will only be used where there is no alternative.

10.4. All equipment will be disposed of correctly at Swindon Household Recycling. No IT equipment will be sent to landfill or thrown out.

10.5. We will seek out the use of applications and systems to reduce the need for printing paper and reduce the use of personal printers where they are not required.

11 Staff Training

11.1. We will encourage all staff and volunteers to undergo training on environmental sustainability and climate change. We will aim to raise awareness of environmental sustainability across our operations.

11.2. We will encourage collaboration and involvement of all staff and volunteers in our environmental sustainability efforts. Their involvement will be critical to ensuring the adoption of this policy and in our efforts to tackle climate change.

THE KELLY FOUNDATION

Rev 1 .. JULY 2023

AGREED BY ALL TRUSTEES AND SIGNED ON THEIR BEHALF BY THE CHAIRMAN

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