

ICA:UK Environmental policy¹

Approved by Board: 30/11/2020

Next Review : 01/12/ 2021



Preamble

Since ICA:UK was established in 2000, there have been significant developments in our awareness and understanding of the changes that are happening in the world's climate. We now recognise that we need to take immediate action to reduce our carbon footprint and operate in a way that is more respectful of the environment.

ICA:UK's vision is of a "just and sustainable world for all". While ICA:UK's focus will remain on the human factor in such a vision, we recognise that it also points towards a responsibility to the environment which is beyond legal and regulatory requirements. We also see the opportunity to make more permanent those changes in working practices which were brought in response to COVID 19, but which are also more environmentally-friendly.

This is why we have decided to declare a climate emergency, to develop a policy document to guide our practice, to set targets for carbon neutrality and to take immediate action to introduce and monitor the changes needed to make our work more environmentally friendly. We will encourage customers, suppliers and other stakeholders to also improve their awareness and practice.

Responsibility

The Director is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Policy aims

Comply with and exceed all relevant regulatory requirements.

Measure our carbon footprint and work continually to reduce our impact on the environment.

Ensure that environmental factors are taken into account in our decision-making.

Encourage and support the ICA:UK community to reduce their environmental impact.

Office and Training Materials

1. We will minimise the use of paper in the office, and reduce packaging as much as possible.
2. We will seek to buy recycled and recyclable products, both for the office and for training
3. We will seek to minimise use of single use plastic by us and by participants on our courses
4. We will reuse and recycle everything we are able to
5. We will evaluate if the need can be met in another way.
6. We will favour more environmentally friendly and efficient products wherever possible.

¹ Adapted from <https://startups.co.uk/how-to-create-an-environmental-policy-statement/>

Energy and water

7. We will seek to reduce the amount of energy used as much as possible.
8. Lights and electrical equipment will be switched off when not in use.
9. Heating will be adjusted with energy consumption in mind.
10. The energy consumption and efficiency of new products will be taken into account when purchasing.
11. We will evaluate if renting/sharing is an option before purchasing equipment.
12. We will evaluate the environmental impact of any new products we intend to purchase.

Transportation

13. We will reduce the need to travel as much as possible by
 - a. Utilising online facilities (email, online communications, etc.) especially where they can replace the need to fly
 - b. Scheduling courses in different areas of the country
 - c. Utilising the trainers living closest to the training venue
 - d. Upskilling in and promoting virtual training and facilitation
14. We will encourage the use of public transport (over cars) through our expenses policy, except in specific instances where it is impracticable
15. We will encourage our community and our course participants to use public transport or bicycles
16. Where flying is necessary, we will seek to carbon offset by contributing to a suitable environmental project in Manchester or elsewhere

Office and Training Venues

17. We will lobby Work for Change for any changes needed to reduce their impact on the environment
18. When booking training venues, we will enquire about environmental measures, and seek to prioritise venues who can help ICA:UK deliver our key environmental priorities. We will give preference to venues accessible by public transport and with bicycle parking
19. We will only offer vegetarian, vegan and special dietary food during our training courses

Monitoring our Performance

20. We will involve staff and trainers in the implementation of this policy, for greater commitment and improved performance.
21. We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.
22. We will use our knowledge and expertise in facilitation to support others to improve their environmental performance