



## SQA Environmental Management Policy

**Policy** As a major purchaser of goods and services, SQA recognises that it has an important part to play in environmental conservation through the use of products that do not damage the environment. To achieve this we will, as far as is reasonably practicable, meet the following objectives which are consistent with R-E-T (Resource Use, Energy, Travel) priorities of the Scottish Government and Sustainable Scotland:

- ◆ minimise waste by reduction, reuse, repair and recycling methods (R)
- ◆ conserve water and other resources (R)
- ◆ purchase products and services with regard to their environmental impact (R)
- ◆ manage energy efficiently and use renewable energy where possible (E)
- ◆ reduce the need to travel between sites and on business (T)
- ◆ encourage the use of public transport, cycling and shared vehicles for commuting and all necessary business travel (T)
- ◆ make environmental information openly available to employees and visitors (R-E-T)

**Why do we need this policy?** To clearly specify SQA's aims and objectives for the management of environmental resources and to outline the role of managers and staff in the achievement of environmental initiatives and targets.

**Which parts of SQA are affected?** All employees, including temporary staff.

**What does the policy apply to?** The reduction of energy and subsequent CO<sub>2</sub> levels from all of SQA's activities.

**What support is available to help SQA implement this policy?**

Support and advice on this policy are available from Facilities Management.

**Partnership**

This policy and its procedure have been developed in partnership with SQA's recognised trade unions and in accordance with the *Partnership Agreement — Forward Together*.

# **SQA Environmental Management Policy**

## **1 SQA's commitment**

SQA is committed to ensuring that sustainable development and the environment are factored into our work. This can only be achieved by building sustainable development into everything we do.

The Environmental Management Plan will support the Environmental Management Policy.

## **2 Legal responsibilities**

SQA is bound by the terms of legislation and takes its legal obligations seriously. We comply with all current environmental legislation and have taken an active part in helping to formulate the Scottish Government's environmental guidance on emissions for the public sector.

## **3 Policy aims**

The aims of this policy are:

- ◆ to promote environmental awareness in our staff
- ◆ to promote a positive attitude to environmental issues throughout SQA
- ◆ to ensure everyone works towards achieving SQA's environmental targets

## **4 Responsibilities and organisation**

The Director of Human Resources has overall responsibility for providing and maintaining the standards necessary to comply with the policy.

### **The Head of Corporate Affairs will:**

- ◆ report annually to the Executive Team and the Board of Management on all matters relating to environmental management
- ◆ monitor the work of the Health and Safety/Environmental Management Committee to ensure compliance

### **The Facilities Manager, Corporate Affairs will:**

- ◆ manage, monitor and review the provisions and procedures relating to the environmental management system
- ◆ recommend changes which could lead to improvement and ensure implementation of those that are accepted
- ◆ ensure that the organisation works towards SQA's corporate objectives in relation to the environmental policy

### **Managers, staff and contractors working on the premises will:**

- ◆ make themselves familiar with the provisions of SQA's Environmental Management Policy  
(Facilities Management will provide the policy to contractors when appointed. A copy of the plan will also be made available to contractors on arrival at our premises.)
- ◆ comply with all published procedures of SQA relating to environmental management

Staff can make a difference by reporting dripping taps, making full use of video-conferencing facilities whenever possible, and recycling waste in the bins provided.

### **The Health, Safety and Environmental Officer will:**

- ◆ facilitate the Health, Safety and Environmental Committee
- ◆ be the focal point for environmental issues for the organisation
- ◆ head initiatives to benefit SQA and the environment
- ◆ have responsibility for the daily implementation and monitoring of all aspects of the Environmental Management Policy

### **Health and Safety/Environmental Management Committee**

SQA has an established Health, Safety and Environmental Management Committee comprising representatives from all buildings and recognised trade unions. This committee will meet regularly to discuss health and safety and environmental issues.

## **5 Waste**

Waste is the byproduct of everyday existence. In the case of SQA, it can be discarded printed paper, leftover food, used paper hand-towels, plastic drinking cups or empty drinks cans. It is something which either can be recycled or has to go to landfill sites.

Waste segregation is essential within the office to ensure waste is recycled whenever possible. Paper recycling boxes are positioned in central locations along with general waste bins for food etc. Recycling desk trays are also issued for local use. Separate recycling bins are also provided for plastics and metal cans, which staff should use.

Waste bins are not provided on an individual basis to encourage staff to segregate their waste appropriately at the central points.

Recycling arrangements are also in place for mobile phones and toner/print cartridges.

Staff are encouraged to use double-sided printing at all times and printers have been configured to ease this process. Electronic methods of communicating are encouraged when appropriate for internal and external communications.

Obsolete office furniture and equipment is assessed on site and either reused in another building, given to a local charity, or sold to our furniture supplier.

Obsolete IT equipment is recycled via a non-profit-making organisation which assess the condition of the equipment and recycles it as appropriate.

## **6 Water**

The Government's current guidelines advise that the average water consumption per person in an office environment is now 3.3 m<sup>3</sup> (3,300 litres) per year. In the areas where we are able to obtain water consumption figures, the result for 2009–10 was an average of 9.4 m<sup>3</sup>. Our aim is to reduce this figure to the good-practice level or below by the following methods:

- ◆ water management systems are installed in all male toilets to assist in reducing water consumption
- ◆ automatic shut-off taps are installed in all Dalkeith toilets
- ◆ staff are encouraged to report any dripping taps to Facilities Management

## **7 Procurement**

As far as possible, purchases are made through the Scottish Procurement Directive. These contracts are for general use by Scottish Government agencies, non-departmental public bodies and associated departments.

All standard 75 gram A4 copy paper purchased is recycled paper. This represents 80% of our total paper supplies and paper from sustainable forests is purchased whenever possible for coloured and higher specification paper. Environmentally-friendly stationery is purchased whenever possible.

An environmental checklist must be completed for all strategic contracts to satisfy SQA that the service/product is required and environmental factors are taken into consideration as part of the procurement exercise.

## **8 Energy**

Electricity to our buildings is supplied via the Scottish Government's energy contract which provides 100% renewable energy. This in turn reduces our environmental impact by offsetting CO<sub>2</sub> emissions produced by our electricity usage.

Sensor-controlled lighting is installed in all appropriate areas to minimise energy consumption and lights are switched off at the end of each day. Heating is switched off between April and September and air-conditioning in the Glasgow building is only operational during working hours.

Switch-off campaigns are periodically undertaken to encourage staff to switch off unnecessary lighting and office equipment such as PCs, monitors and photocopiers, when not in use.

All plant and equipment are maintained under a planned preventative maintenance contract to ensure they are running efficiently.

## **9 Travel**

SQA's Travel Plan gives full guidance on local travel options that are available.

The CO<sub>2</sub> tonnage, broken down by travel type for each directorate, is calculated monthly, with reports going to the Executive Management Team quarterly. A car-share scheme is in place which allows staff to advertise available seats in their vehicles for journeys to and from work. Interest-free travel loans are available to encourage staff to make use of public transport. Bicycle racks along with showers, changing and drying facilities are available at both main buildings. Interest-free loans are also available for the purchase of bicycles.

A travel ready-reckoner has been produced and distributed to encourage the use of the most carbon-efficient mode of transport when making business journeys.

Video-conferencing facilities are available at both sites to reduce the number of staff travelling between sites to attend meetings and also to minimise travel to external meetings.

## **10 Targets**

Targets for environmental improvement under each of the policy objectives are set on an annual basis. Targets are consistent with any Ministerial environmental policies and/or initiatives and will be included in corporate business objectives and performance monitoring.

## **11 Monitoring and review of policy**

Environmental performance will be monitored by Facilities Management and management information will be reported quarterly to the Executive Team and annually to the Board and the Scottish Executive. Performance information will also be included in SQA's Annual Report.

## **12 Communication**

The H&S/Environmental portal, bulletin board, PC desktop screens, the internal *Inform* e-zine and talks to business teams will be the main communication channels used to promote initiatives and environmental performance to staff.

## **13 Training**

Staff directly involved in developing or monitoring environmental topics and H&S/Environmental representatives will receive any necessary training.

## **14 Initiatives**

SQA will drive forward initiatives and ideas that will benefit the environment and the organisation where practically possible. Initiatives are key to this and recent examples are:

- ◆ A staff travel survey has been undertaken and the results have been incorporated into a new Travel Plan.

- ◆ A Carbon Management Plan has been successfully undertaken in conjunction with The Carbon Trust.
- ◆ An annual environmental quiz takes place to test staff knowledge and understanding of environmental issues.
- ◆ To help offset the amount of paper SQA, of necessity, uses because of its examination paper production, a total of 4,000 young trees have been planted so far by volunteer members of staff in conjunction with the Scottish Central Forest Trust.
- ◆ SQA has been granted cycle-friendly employer status by Scottish Government's Cycle Scotland.
- ◆ An environmental plan has been developed, which covers all aspects of this policy and outlines the steps SQA is taking to ensure environmental targets are met.