

SCOTTISH QUALIFICATIONS AUTHORITY

POLICY NAME	Environmental Management
VERSION NUMBER	v5.0
POLICY AUTHOR	Allan Dunbar
POLICY OWNER	Jacqui Faulds
BUSINESS AREA OWNER	Facilities Management
POLICY EFFECTIVE FROM	08 June 2021
POLICY REVIEW DATE	31 January 2024
APPROVER	Dawnne Mahmoud, Director of People
DATE OF APPROVAL	28 April 2021
DATE OF EqIA	18 January 2021

Why do we need this policy?	To outline the responsibilities of managers and staff in the achievement of environmental initiatives and targets
Who does the policy apply to?	All employees, agency workers and contractors
What support is available to help SQA implement this policy?	Support is available from Facilities Management

1. Policy statement

As a leading Non-Departmental Public Body operating in Scotland, the UK and internationally, providing products and services in skills, training, and education, SQA recognises that it has a responsibility to the environment beyond legal and regulatory requirements.

We will work in an environmentally responsible way, minimising our impact on the environment and leading other organisations and the communities in which we operate by example.

We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and procedures, targeting a reduction in emissions towards net-zero by 2045.

We will achieve this through the three pillars of our environmental strategy:

- reporting and governance
 - collect, collate, and publish sustainability data to ensure accurate, valuable reporting
- engagement and influence
 - positively influence and engage with colleagues
- continuous improvement
 - maximise opportunities to reduce environmental impact across all operational activities.

2. Responsibilities

- The Director of People has overall responsibility for environmental management within SQA.
- The Head of Facilities Management will report our environmental performance quarterly to the Executive Management Team in the Quarterly Performance Review and annually to the Board of Management and the Scottish Government.
- The Facilities Manager will ensure that the organisation works towards the corporate objectives in relation to the policy and manage the provisions and procedures relating to the Environmental Management System.
- The Health, Safety and Environmental Officer is the focal point for environmental issues within the organisation, responsible for managing, monitoring, review and implementation of the aims and objectives of the policy. They also facilitate the Environmental Working Group.
- Employees must familiarise themselves with the policy and comply with published SQA procedures relevant to the policy.

3. Environmental Operations

In line with our Environmental Strategy, we will work in a way that minimises our impact on the environment. To improve the sustainability of our activities we will:

- communicate regularly with colleagues about what they can do to help improve our environmental performance
- review operational activities and take steps to minimise impact on the environment
- take measures to reduce our consumption of energy, water and other natural resources
- seek to reduce the amount of waste we produce, and increase recycling and responsible disposal of our waste
- make efforts to reduce the requirement for printed materials, adopting digital processes where reasonable
- take action to reduce the amount of carbon emissions produced as a result of business-related travel by reducing the need for travel, encouraging sustainable travel choices and continuing to decarbonise our fleet vehicles
- use a procurement model that encourages sustainability
- compare our environmental performance with that of similar organisations and aim to be leaders in the field of environmental performance.

4. Environmental Working Group

SQA has an established Environmental Working Group comprising of representatives from areas across SQA. The group meets quarterly to discuss ways of promoting SQA's environmental principles, raise awareness of environmental issues and encourage environmentally sound behaviours. The group helps support and promote environmental campaigns and initiatives, contributes to idea generation for campaigns and initiatives and acts as liaison with business directorates, aiming to mitigate SQA and staff's negative impact on the environment.

5. SQA Policies and Legislation

The following SQA policies are relevant to the operation of this policy:

- Procurement Policy Incorporating Sustainability
- Travel Policy

SQA is bound by the terms of legislation and takes its legal obligations seriously. We comply with all current environmental legislation.

- Climate Change (Scotland) Act 2009
- Climate Change (Emissions Reduction Targets) (Scotland) Act 2019
- The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015
- The Waste (Miscellaneous Amendments) (Scotland) Regulations 2020
- Nature Conservation (Scotland) Act 2004