



ASPECTS CARE LTD

ENVIRONMENTAL AND SUSTAINABILITY

POLICY

ASPECTS CARE LTD ENVIRONMENTAL AND SUSTAINABILITY POLICY AND PROCEDURE

1. Environmental Policy Statement

Aspects Care Ltd recognise that as an employer and provider of services to the community, it can have an impact on the environment. Aspects Care Ltd will strive towards achieving a more sustainable future by seeking to minimise any adverse environmental impact in the way it operate/discharges its responsibilities.

This statement applies to all aspects of Aspects Care Ltd operations. This includes management and utilisation of environmental impacts i.e. water, waste, energy, estates, goods and services. This will extend wherever possible to work undertaken with partners and other agencies (including contractors and service providers).

2. Scope

a) The scope of this policy is to assist Aspects Care Ltd to:-

- comply with environmental legislation
- minimise adverse impact on the environment in the way it operates
- consider opportunities to improve the environment
- increasing employee awareness of environmental policies and responsibilities
- encourage partnership working

b) Additionally, Aspects Care Ltd will, wherever possible utilise 'eco-friendly' alternative products, and where possible (within financial constraints) improve cost effectiveness, productivity and working conditions.

3. Aims

The main aims, which the Aspects Care Ltd seeks to achieve, encompassing the scope are:-

- a) To ensure those Aspects Care Ltd complies with environmental legislation, in particular regarding waste disposal.
- b) To minimise Aspects Care Ltd adverse impact on the environment, in particular through the:-
 - (i) Reduction in pollutants/CO² carbon footprint emissions. Aspects Care Ltd will ensure that policies and procedures are in place to minimise the release of pollutants into the environment, including effluence.

- (ii) Conservation of energy and water. Steps will be taken to ensure that energy and water consumptions are monitored and that measures are in place to aim to reduce consumption. This will include using low energy bulbs wherever possible and ensuring taps are turned off promptly.
- (iii) Use of sustainable resources. Aspects Care Ltd aims to make use of sustainable resources.
- (iv) Adopting methods to ensure the efficient and economic use of fuels. Aspects Care Ltd aims to buy fuels at the most economic cost (not necessarily renewable energy sources), to ensure they are used as efficiently as practicable. The aim is to reduce, wherever possible, Aspects Care Ltd dependence on fossil fuels through the use of ambient and renewable energy
- (v) Use of recycling. Wherever possible, Aspects Care Ltd will make use of recycled products and will seek opportunities for recycling waste.
- (vi) To seek to become as paperless as possible in terms of documentation held, printed and dispatched.
- (vii) To seek to identify ways in which the environment can be enhanced.
- (viii) To explore measures to enhance employee environmental awareness.
- (ix) To promote partnership working to improve the quality of the environment wherever possible.

4. Principles

- a) Aspects Care Ltd will continue to monitor environmental legislation developments in relation to waste disposal, with a view to adopt/amend internal practices wherever practicable.
- b) Employee's awareness of environmental issues and their impact in the workplace will be enhanced with awareness training during induction sessions and the company wide publication of policy and associated procedures.
- c) Aspects Care Ltd will encourage partnerships and endeavour to ensure that those partners are environmentally friendly, and whenever possible Aspects Care Ltd will seek to support others, such as the Environmental Agency and local authorities, by reporting instances that have, or might have, a detrimental impact on the environment.

5. Sustainability Policy Contents

This policy covers the four main areas of sustainability:

- Environmental Impact
- Supply Chain and Market Place
- Community Investment and Social Impact
- Employment Practices

6. Environmental Impact

Building Energy Efficiency & Management

Aspects Care Ltd monitors energy usage and ensure that we are being energy efficient. All energy bills are sent to the finance department who mention in finance meetings whether or not we are reducing the amount of energy that we use.

We encourage staff to think about if they were paying the bills themselves- would they leave that light on unnecessarily?

Transport/Travel Policies

Aspects Care Ltd encourages all staff and service users to make use of public transport rather than their own vehicles and taxis. This reduces the carbon footprint of the company and its service users.

Aspects Care Ltd has located its offices close to public transport routes and links for bus, train and tram. This enables staff to use public transport to effectively attend the office relevant to them. The company also geographically groups staff training so that the training delivered is as local to staff being trained as possible, thus reducing travel times and distances.

Wherever there is a solely company car it will be an all-electric model wherever feasible and there will be a programme of installing electrical charge points at set office locations.

Reducing, Re-using & Recycling

Aspects Care Ltd tries to recycle most of its waste. We try and order in bulk from our suppliers to ensure that packaging and deliveries are reduced as much as possible.

The Carefree rota management software has been implemented into our systems. This software will reduce the need for us to use so much paper as everything is doing either via computer or mobile telephone. With this system, staff no longer need to sign in and out of properties and offices via a paper system, they log into a mobile telephone which will report back to the computer system. With this system, it is no longer required that rotas are printed out and given to every staff member, because of this phone system, timesheets are also no longer needed. This saves over 1000 thousand pieces of paper being used per month for timesheets.

All staff have been requested to provide an e-mail address to which wage slips, company letters, rotas, etc. can be sent, thus reducing the need to send out paper copies of documents.

Aspects Care Ltd staff are required to limit the use of paper documentation as much as possible. All staff having access to company printers are allocated an individual printer code and each month individual usage is reviewed and where it exceeds the set limits the individual concerned must provide an explanation as to why the limits were exceeded. Each staff member with an individual printer code has a personal target to reduce the amount of printing completed by them by 5% per annum over the next five years.

Aspects Care Ltd retains an Asset Register which is centrally managed by the company Finance Department and the asset register is required to be consulted prior to the purchase of any new goods and items and wherever feasible items held by the company which are not being utilised are re-used.

7. Supply Chain and Market Place

Products and services

Aspects Care Ltd views its suppliers as an integral part of our business and work with them to obtain the very best value from goods and services we order and use to develop our business. We use a variety of techniques and consider quality, reliability, logistics, costs, maintenance, supply chain information and maintenance requirements. Aspects Care is committed to review the finditinbirmingham.com platform with a view to utilising local businesses and to try and ensure a local supply chain is used wherever feasible.

8. Community Investment and Social Impact

Aspects Care Ltd supports a number of community and social groups through financial contributions or by allowing them to use its offices and training rooms free of charge.

We invest in our local community by working with Job Centre Plus to give inexperienced people that may have been unemployed for a long time, experience and opportunities to get back into work.

We welcome opportunities that will benefit both the business and local communities in which we operate within.

9. Employment Practices

Aspects Care Ltd' ongoing programme of reviewing contracts will try to ensure we move towards a position that all staff receive a fair wage reflecting the environment in which they work, and that they enjoy contractual terms which represent reasonable minimum standards, and which provide for flexible and diverse working environments.

We will seek to promote the benefits of adopting fair employment practices through the supply chain to our partner organisations, suppliers, and the market.