



Environmental Sustainability Policy

V1.0 October 2024



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This document forms part of our Management Systems and compliance is mandatory for all staff and contractors. If you find any weaknesses in the document or examples of non-compliance, please report it to the Compliance Team at compliance@bcs.uk.

1 Purpose

This statement outlines BCS' position and approach to environmental and sustainability practices, our operational effect on the environment, and our recognition and support of the UK government's commitment to reducing the UK's carbon emissions to net zero by 2050.

2 Legislation

BCS recognises that the Climate Change Act 2008 and other environmental regulations, laws and codes of practice set the minimum standards of environmental performance.

3 Policy Statement and Action Plan

BCS is committed to sustainable development, with concern for the environment being a vital part of this commitment. BCS recognises that its activities have an impact on the environment and aims to promote sustainable practices within both its own operations and areas of external influence within its control. We aim to:

1. promote responsibility for the environment within the organisation, and communicate and implement this policy within all levels of BCS;
2. reduce the use of energy, water and other resources;
3. minimise waste by evaluating operations and ensuring they are efficient where possible;
4. by employing re-use and recycling methods where appropriate;
5. comply with all relevant environmental legislation/regulation;
6. ensure that our policies and products are developed in a way that is complimentary to this policy;
7. raise awareness, encourage participation with staff and other related parties in environmental matters and sustainability issues and practices;
8. provide appropriate resources to meet the commitments of this policy; and
9. expect similar environmental standards from all suppliers and contractors.

4 Key actions undertaken

In addition to our Action Plan, BCS undertakes the following key actions in our Swindon and London offices as part of our commitment to sustainability, the environment and in consideration of climate change:

- 1. Preparing and promoting an environmental sustainability policy and action plan**

This policy document, containing an action plan, is applicable to both the BCS Swindon and London offices. This policy is available to all BCS staff, and to any other person upon request.

2. Arranging automatic shutdown of TVs at an agreed time each evening.

In the Swindon office, we use Clevertouch screens and meeting room TVs around the offices, which are on timers to turn off after the working day and turn on automatically in the morning.

In the London office, we ensure that TVs are manually turned off each day once the last meeting concludes. The first staff member to arrive in the morning turns them back on.

3. Closely monitoring utilities and consumables consumption for each office

In the Swindon office, we log our electricity meter readings and with this data we monitor and compare our utilities consumption.

For both offices, we manage our consumables consumption by ordering only what's needed.

4. Providing recycling options for waste

We have mixed recycling and general waste bins in place throughout our offices, and glass waste is collected separately.

5. Purchasing milk in glass bottles through a sustainable supplier

In Swindon, our milk comes from a local farm using their own herd of Gurnsey cows, delivered on a weekly basis in glass bottles which are then collected and reused. We purchase with a limited amount of milk in plastic cartons, which are then recycled.

In London, we are in the process of switching to using glass bottles for milk deliveries, through our current supplier.

6. Choosing local SMEs for catering provisions

In our Swindon office, we currently use only local catering services and have three to choose from. All three are based in Swindon and are micro enterprises with only a couple of employees.

In our London office, we use a local catering service and require them to provide our catering in reusable trays with no disposable options.

7. Fitting time clocks on items of equipment which are not required to be powered up 24/07.

Our Air conditioning system, which is our main source of power consumption, is on a timer, coming on in the morning and then shutting off in the evening when the office is closed.

Zip Taps which both have their own boilers are also on timers to turn off when the office is expected to be empty

8. Installing light sensors throughout our offices.

In the Swindon office, light sensors have been installed across BCS's offices. In addition to sensors, we have added manual switches to all lights to further reduce energy consumption. We installed the switches after operating the light sensors for a year, and we have found that the additional switches have reduced our energy consumption significantly.

In the London office, light sensors are installed in the office, kitchen, and toilets. The meeting rooms lights remain manually operated to avoid disruptions during client meetings.

9. Encouraging staff refrain from printing documents where not necessary

We monitor printer usage based on the amount of paper ordered in bulk, and only print documents when absolutely necessary. In 2023 we reduced the number of printers available to staff in the Swindon office from seven to one.

5 Responsibilities

Whilst ultimate responsibility rests with management to assess and minimise the environmental impact of their team activities, all staff must play their part in minimising adverse effects on the environment through support of sustainable practices. This Policy and Action Plan is available to all staff on BCS's intranet site 'The Green Room' and has been drawn to their attention. Senior Management has been made aware of this Policy within the Executive Board meetings.

6 Policy Review

This policy is maintained by the Head of Legal and Compliance and reviewed on an annual basis. If you have any questions relating to this policy and/or would like to provide feedback for the next review, please discuss with the owner of this document.



For further information please contact:

BCS

The Chartered Institute for IT
3 Newbridge Square
Swindon
SN1 1BY

T +44 (0)1793 417 417

www.bcs.org

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