



Sustainability Policy

Cardiff Consultancy Services is committed to promoting sustainability issues within the business. Concern for the environment and promoting a broader sustainability agenda are integral to Cardiff Consultancy Services professional activities and the management of the organisation. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients/customers and partners to do the same.

Our Sustainability Policy is based upon the following principles:

- To integrate sustainability considerations into all our business decisions
- To comply with and exceed where practicable all applicable legislation, regulations and codes of practice
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients/customers and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices
- To review and to continually strive to improve our sustainability performance

Travel and Transport

In order to put these principles into practice we will:

1. Take action to reduce emissions of CO₂ and other gases which could effect climate change
2. Include the full costs of more sustainable forms of transport in our financial proposals, rather than the least cost option
3. Avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners

Reviewed: January 2020

Next Review: December 2022

4. Walk, cycle and/or use public transport to attend meetings, site visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive
5. Encourage staff/employees to car share for commuting and travelling to and from their workplace/site
6. Where applicable, consider reducing the need for our staff to travel by supporting alternative working arrangements, including home working etc, and promote the use of public transport by locating our offices in accessible locations
7. Monitor how efficiently fleet vehicles are being used (if applicable)

Purchase of equipment and consumption of resources

1. Minimise our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste
2. Arrange for the reuse or recycling of office waste, including paper, bottles and cans, computer supplies and redundant equipment
3. Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping
4. Purchase electricity from a supplier committed to renewable energy. Seek to maximise the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes
5. Monitor use of metered water (if applicable) and invest in a programme of water-saving measures
6. Introduce procedures to ensure contractors minimise on-site waste and reduce the impact on the environment
7. Ensure that timber furniture, and any other timber products, are recycled or from well-managed, sustainable sources
8. Purchase fair-trade and/or organic beverages
9. Consider the likely life of products and investing in more durable quality products that offer better long-term value

Working practices

1. Ensure that all employees of the business including any contractors/sub-contractors that we employ, take account of sustainability issues in their advice and work carried out for clients/customers on behalf of the company
2. Include a copy of our Sustainability Policy in all our proposals to clients/customers.

This policy will be reviewed and updated annually by Claire Tyler and an Action Plan will be implemented on consultation with staff where applicable.

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