



ENVIRONMENTAL POLICY

Equality

In accordance with the Equality Act 2010, we will make any reasonable adjustment necessary to assist those with a protected characteristic or substantive health condition to engage fully with the Commission. If you require any assistance with this document please let us know.

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1.0 Environmental Policy Statement

- 1.1 The Scottish Criminal Cases Review Commission believes that a comprehensive environmental policy is essential for the management and monitoring of the environmental impact of the organisation.
- 1.2 The Commission is committed to minimising its impact upon the natural environment and to integrating high standards of environmental responsibility into all of its operations.
- 1.3 The Commission is committed also to ensuring that the principles set out in this environmental policy are incorporated into the daily management of the organisation, and has identified appropriate environmental objectives, and an associated action plan for the implementation of these objectives.
- 1.4 The Commission operates in a manner based on best environmental practice. In this regard the Commission will seek to reduce its impact on the environment and promote resource efficiency.
- 1.5 The Commission will ensure that as a minimum it will identify and comply with all relevant environmental legislation and any other voluntary or binding requirement to which it subscribes.

2.0 Management of the Commission's Environmental Responsibilities

- 2.1 The Chief Executive of the Commission is accountable for the environmental performance of the Commission.
- 2.2 Effective responsibility is, however, delegated to the Director of Corporate Services who is responsible for ensuring that the objectives and action plan set out herein are implemented by the Commission and that all members and staff adhere to the agreed environmental procedures and practices.
- 2.3 The Commission will at all times have an appointed Environmental Guardian, selected by the Chief Executive, responsible for monitoring environmental matters, including, conducting of bi-annual environmental auditing, oversight of environmental impact statistics, organising internal environmental training, disseminating relevant environmental information to members and staff and assisting the Director of Corporate Services in ensuring overall compliance with the Commission's environmental policy, procedures and practices.

3.0 Policy Objectives

- 3.1 The Commission's Environmental Policy will seek to meet the following outcomes:
 - office waste is minimised and where possible, waste is recycled;
 - energy is used efficiently and consumption is reduced accordingly;
 - pollution and harmful products are minimised or prevented;
 - the environmental impact of products is used as a prime selection criteria during procurement;
 - environmental negatives associated with energy use and travel are reduced;
 - staff are more aware of environmental impacts and issues and act in a more environmentally responsible way;
 - targets for environmental performance are achieved, maintained and improved.

4.0 Targeted Areas

- 4.1 The categories under which environmental matters specific to the operation of the Commission are targeted, are as follows:
 - Energy;
 - Waste;
 - Paper;
 - Water;
 - Travel and Transport;
 - Procurement;
 - Communication and Education.
- 4.2 The Commission recognises that while there is a significant benefit in identifying various individual areas of operation under which environmental responsibilities can be monitored and met, the successful implementation of its environmental responsibilities requires a holistic approach at all times.

- 4.3 To achieve the Commission's undertaking to ensure continuous environmental improvement by reducing the impact of the Commission's operations on the environment, the Commission will meet the following objectives:

Energy - Our objective is to reduce energy consumption by using energy more efficiently without loss of productivity or comfort.

The Commission will measure its energy consumption and continue to seek to minimise its use. It will optimise the efficient and effective use of energy and support the use of energy from sustainable renewable resources, whenever appropriate or possible. The Commission will seek to reduce harmful emissions to the atmosphere by reducing consumption and considering alternatives.

Waste - Our objective is to minimise waste by reduction, reuse, repair and recycling methods.

The Commission recognises that waste has an environmental impact and cost, and will promote waste minimisation within its operations and encourage re-use and recycling wherever possible. The Commission takes into account the 'waste hierarchy' of prevent, reduce, recover and recycle.

Paper – Our objective is to reduce the use of paper by maximising the use of alternative technologies.

The Commission has a mandatory requirement that all documentation is printed and photocopied using double sided methods. The Commission encourages the use of recycled paper where this provides value for money and the Commission implements schemes in the Commission's office for recycling paper. The Commission requires that all internal business documentation is issued primarily in electronic format and only issued in printed format where business needs requires it. The Commission encourages the electronic interchange of documentation with external organisations to reduce paper usage.

Water - Our objective is to conserve water, thereby reducing water consumption.

The Commission will seek to reduce water consumption.

Transport and travel – our objective is to minimise the impact of the Commission's travel arrangements on the environment.

The Commission encourages the use of public transport and active travel by its employees wherever appropriate. It encourages the use of systems such as videoconferencing as a substitute for travelling and requires that all transport choices address the issue of energy use and emissions. The Commission will seek to minimise the impact that transport has on the environment through the support of more sustainable modes of travel.

Procurement – Our objective is to purchase products and services with regard to their environmental impact.

The Commission will procure materials and services within a framework that encourages sustainability. The Commission will consider the environmental performance standards of suppliers when procuring goods and services arrangements. The Commission will, wherever practicable, purchase the least environmentally damaging materials.

Communication and Education - Our objective is to ensure staff are made aware of and are committed to the duty to reduce the impact of the Commission's operations on the environment.

The Commission will communicate openly about its environmental policy, plans and performance and publish details of its environmental performance annually. The Commission recognises the contribution made by staff to achieving these goals and aims to motivate staff to conduct their jobs in an environmentally responsible manner.

5.0 Monitoring and Reporting

5.1 It is essential that the Commission has in place mechanisms and procedures that allow the monitoring and measuring of the identified environmental responsibilities of the organisation. In connection with this the Environmental Guardian will ensure that:

- i. energy usage is recorded and monitored on an ongoing basis with the aim of price/unit reduction;
- ii. paper usage is recorded and monitored on an ongoing basis with the aim of usage reduction;
- iii. that the volume of waste (recyclable and other) for disposal collected from the Commission is monitored with a view to reduction;
- iv. that transport usage in connection with Commission business is recorded and monitored with the aim of ensuring positive environmental outcomes;
- v. that an annual environmental audit is conducted of all Commission operations;
- vi. that the data monitored and recorded above are brought to the attention of, and reviewed by, the Commission's Environmental Committee.

5.2 The Environmental Committee, comprising, *inter alia*, the Chief Executive, Director of Corporate Services and Environmental Guardian shall meet on a quarterly basis to discuss these and any other related matters pertinent to the Commission's environmental responsibilities.

5.3 The Chief Executive shall bring to the attention of the Commission's Board members, for their review and comment, any matters relative to the organisation's environmental responsibilities as he/she sees fit.

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