



## **ELEXON ENVIRONMENTAL POLICY**

### **1. ENVIRONMENTAL STATEMENT**

- 1.1 ELEXON is a responsible employer who recognises that its operations inevitably have an impact on the environment. ELEXON is committed to respecting the environment and seeks to minimise the potentially harmful effects of its activities as far as is reasonably practicable. Where practical, ELEXON will seek to use providers who have environmental policies compatible with its own.
- 1.2 This policy sets the framework for the way we manage our impact on the environment in our day to day working.
- 1.3 ELEXON will take all reasonable steps to: -
- Assess the impact of its operations on the environment and implement improvements where possible in order to minimise this impact.
  - Regularly review its procedures and processes to ensure they are appropriate.
  - Liaise with other building tenants and the Landlord regarding environmental issues.
  - Aid the introduction of positive changes regarding environmental issues.
  - Promote the efficient use of resources and in particular recycled resources
  - Minimise, re-use and recycle waste arising from its activities.
  - Safely dispose of redundant equipment and hazardous waste.
  - Work to current legislation as a minimum standard.
  - Provide guidance, and training for staff on environmental issues to encourage use of sound environmental practices.

Signed (*CEO*)

Date

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This policy will be reviewed annually from the date above.

### **2. OBJECTIVE**

- ELEXON aims to continually monitor and reduce its impact on the environment through the use of recycled resources, recycling, safe disposal of electrical and hazardous waste, redundant stationery & equipment and energy saving measures.

### **3. ORGANISATION**

- 3.1 The Environmental Policy will be owned and maintained by Corporate Services. It will be the responsibility of the Office Services Manager to manage the implementation of the policy, seek ideas for continuous improvement as appropriate and seek the support of ELEXON for the implementation of the policy.

#### **3.2 Responsibilities of the ELEXON Board**

- Accept its collective role, and the role of each individual Board member in supporting the ELEXON environmental policy.
- Ensure that all Board decisions reflect the ELEXON environmental policy intentions, as articulated in the environmental policy statement.

- Recognise its role in engaging the active participation of staff for environmental issues.

### **3.3 Responsibilities of the Chief Executive**

- Overall responsibility for the ELEXON Environmental Policy and its effectiveness as supported by the Executive Team.
- Allocate resources for environmental measures where applicable.

### **3.4 Responsibilities of the Executive Team**

- Within their own functional areas, members of the Executive Team are responsible for supporting the implementation of the Environmental Policy, its maintenance and the monitoring of its effectiveness.
- Place environmental matters on the same level of importance as all other actions that are required to develop and maintain ELEXON as an efficient and successful organisation.
- Ensure environmental responsibilities are properly assigned, accepted and understood.
- Ensure effective communication from and to employees on ideas for improvement.
- Embed environmental responsibility within procurement processes such that where possible ELEXON seeks to use providers who have environmental policies compatible with its own'.
- Allocate resources for environmental issues where applicable

### **3.5 Responsibilities of the Management Team**

- Ensure that the Company's Environmental Policy is being supported in his/her department and that environmental responsibilities are properly assigned, accepted and understood.
- Promote environmental issues by ensuring that adequate information is given to all employees regarding procedures, good working practices and processes etc.
- Discuss environmental issues as part of regular team meetings to ensure effective two-way communication and ideas for improvement are received.
- Ensure that all new employees joining the team are given information on ELEXON's Environmental Policy and that they understand their responsibilities.

### **3.6 Responsibilities of ELEXON Staff**

- Know, co-operate and comply with the Environmental Policy.
- Participate fully in any communication and training activities provided for the purposes of developing and maintaining the environmental policy and associated activities.
- Respect the environment and the make use of any equipment/processes provided for the purposes of supporting and progressing environmental initiatives.

## **4. COMMUNICATION WITH STAFF**

- Appropriate communication methods will be sought and carried out in order to inform staff of changes to policy, procedures and day to day activities and to engage their support.



## **5. REPORTING**

- Progress will be reported to the ELEXON Board on an annual basis.

## **6. ACTION POINTS**

- Develop an education programme to encourage staff to minimize the use and maximize the reuse of resources. (January 2007)
- Work with suppliers to maximize the use of recycled resources. (ongoing)
- Build relationships with recycling companies to ensure that at least minimum legislative requirements are met. (ongoing)
- Review the use of energy within ELEXON's offices to identify areas to remove unnecessary use. (March 2007)
- Embed environmental responsibility within procurement processes such that where possible ELEXON seeks to use providers who have environmental policies compatible with its own. (December 2006)