



## **Environment & Sustainability Policy and Action Plan**

### **Values statement**

We will periodically review our environmental policy and action plan and refine, in the light of practical experience gained and feedback received, the aspects, objectives, indicators, metrics, and targets of sustainability to which it refers.

We shall, at intervals of not less than two years, review our overall sustainability management system, to ensure its continuing suitability, adequacy and effectiveness. The management review shall address the possible need for changes to policy, objectives and other elements of the sustainability management system, in the light of sustainability management system audit results, changing circumstances, the views of stakeholders and the commitment to continual improvement. The review shall be documented.

We shall establish and maintain a procedure to identify and annually review all legal, and other requirements to which we subscribe, that are applicable to the sustainability aspects of our activities, products and service. We shall conduct periodic reviews of all training programmes we have initiated in respect of sustainability in order to evaluate the effectiveness of the training provided, taking into account of feedback from trainees and responding to the changing training needs of the organisation.

### **Consultation**

We will, with regard to all aspects of our sustainability policy and management systems, establish and maintain effective procedures for: a) internal communication between the various levels and functions of the organisation; b) inviting, receiving, documenting and responding to relevant communication from external stakeholders.

We will formally and openly report on our sustainability plans and performance to all stakeholders in an appropriate form. We will encourage feedback on the values, objectives and sustainable performance of the organisation.

Our reporting on sustainability performance will be validated as accurate, meaningful and complete by an appropriately qualified external verifier, be consistent in scope with the organisation's sustainability aspects, policy and objectives and targets and be based upon validated data.

### **Commitment**

We will ensure that all our policies and actions at an organisational or service level are designed to promote sustainability.

We will implement a clear and coherent sustainability policy which reflects national and local indicators, together with a procedural framework - in the form of a sustainability management system - to guide all areas of our work.

We will ensure that our sustainability policy and objectives are clearly linked to - and are wholly compatible with - our broader corporate plans, policies and priorities. In developing policy and procedures we will consider the impact we can have in improving the economic, social and environmental circumstances of the wider community.

We are committed to ensuring all members of staff; our governing body and residents have appropriate levels of understanding of our sustainability policy and the actions and change programmes that flow from it. We will ensure that the sustainability objectives and targets set will be challenging and relevant to the concerns of our entire stakeholder.

Our sustainability policies and procedures will at all times be based on relevant and comprehensive information, a knowledge of good practice, and, where appropriate, benchmarking activities with other organisations and service reviews.

We will review all policies and procedures on a regular basis and seek to improve them systematically to ensure that intended outcomes are achieved.

We will ensure that sustainability policies are applied across all functions of the organisation, including development, modernisation and maintenance and in respect of the procurement of all contractors, goods and services.

## Issues and Objectives

We shall establish and maintain procedures necessary to identify the sustainability issues which are most significant in terms of our activities, products or services and over which we can be expected to exercise an appropriate level of control and influence.

Areas of significant environmental impact include the acquisition and development of land, the consumption of energy and water, the use of transport and materials, the production of waste, and impacts on the natural and built environment.

These procedures will include an assessment of our own values and objectives, the values and aspirations of our stakeholders, as determined through an approved process of consultation with each group of stakeholders and wider societal norms and expectations.

We will carry out an assessment of key issues in order to determine those aspects that have or can have significant impacts on natural, human, manufactured, financial and social capital.

We shall ensure that the aspects related to these significant impacts are considered in setting our sustainability objectives.

We shall establish and maintain documented sustainability objectives and targets, at each relevant function and level within the organisation.

All objectives and targets set shall be fully consistent with the sustainability policy and with each other and shall, wherever possible, be measurable.

When establishing and reviewing the objectives and targets to be set within our sustainability policy, we shall consider:

- \* Legal and other requirements
- \* The relative significance of the sustainability aspects involved
- \* The technological options and other resources available for meeting the objective
- \* The organisation's wider strategic and operational requirements
- \* The views of stakeholders.

## Indicators

Amongst the key sustainability indicators adopted we will include:

- \* Carbon dioxide emissions \*
- \* Energy costs per household\*
- \* Percent of sites brownfield \*
- \* Tonnes of construction waste arising to landfill
- \* Distance of schemes from specified local facilities such as healthcare, shops, schools and play areas
- \* Average distance of schemes from public transport nodes
- \* Organisations having a biodiversity action plan
- \* Percent of staff/committee members undertaking structured training programmes in sustainability
- \* Percent of projects with provision of space and facilities for storage and streaming of recyclable household waste
- \* Percent of recycled/ recyclable material and components used in construction
- \* Percent of dwellings in programme designed for easy and cost effective adaptation
- \* Number of projects with nil use of specified materials
- \* Percent of energy demand provided from renewable sources
- \* Maximum water consumption per dwelling
- \* Involvement of residents in design and management choices
- \* Number of key building materials sourced locally, without cost penalty

## **Targets**

We shall establish and maintain documented sustainability objectives and targets, at each relevant function and level within the organisation.

All objectives and targets set shall be fully consistent with the sustainability policy and with each other and shall, wherever possible, be measurable.

When establishing and reviewing the objectives and targets to be set within our sustainability policy, we shall consider:

- \* Legal and other requirements,
- \* The relative significance of the sustainability aspects involved
- \* The technological options and other resources available for meeting the objective
- \* The organisation's wider strategic and operational requirements
- \* The views of stakeholders

We will benchmark ourselves against best practice standards established for the sector and seek to continuously improve our performance over the longer period by reviewing and revising the targets set at regular intervals

## **Action Plan**

We will establish and maintain a prioritised programme of action for achieving our agreed objectives and targets.

The action plan will include:

- \* Designation of responsibility for achieving the objectives and targets set at each relevant function and level of the organisation
- \* The means and time-frame by which they are to be achieved
- \* Criteria against which success (or failure) will be measured.

We will review our pre-existing action plans and modify them as appropriate to ensure that agreed sustainability objectives are effectively addressed.

For significant development- or modernisation-related investment decisions we will carry out as appropriate a whole life cost-benefit analysis. A whole life costing exercise will be carried out at each of the following stages:

- \* The initial investment appraisal or decision
- \* The assessment of feasibility of alternative solutions
- \* Outline design
- \* Detailed design (including choice of components and services)
- \* Tender appraisal
- \* Assessment of variations during the course of construction
- \* Final account
- \* Assessment of the effectiveness of the construction (post-occupancy evaluation)

## **Resources**

We shall identify, provide and maintain the facilities we need to achieve our sustainability policy and objectives and targets and maintain legal compliance, including:

1. workspace and associated facilities;
2. equipment, hardware and software;
3. supporting services

We shall determine and provide, in a timely manner, the resources needed: a) to implement the sustainability management system and achieve continual improvements in performance, and b) to address stakeholder satisfaction.



We shall establish and maintain procedures for defining responsibility and authority for handling and investigating non-conformance, taking action to mitigate any impacts caused and for initiating and completing corrective and preventive action.

We shall establish and maintain procedures to make our employees/members at each relevant function and level aware of:

1. The importance of conforming with the sustainability policy and procedures and with the requirements of the sustainability management system;
2. the significant sustainability impacts, actual or potential, of their work activities and the benefits of improved personal performance;
3. their roles and responsibilities in achieving conformance with the sustainability policy and procedures and with the requirements of the sustainability management system including any appropriate emergency preparedness and response requirements;
4. the potential consequences of departure from specified operating procedures.

We shall identify training needs to support the implementation of this management system. It shall require that all personnel (including contractors and temporary staff) whose work may create a significant sustainability impact, have received appropriate training

We shall conduct periodic reviews of the training programmes it has undertaken in order to evaluate the effectiveness.

### **Implementation**

In order to facilitate effective sustainability management and specifically the implementation of the organisation's sustainability policy and action plan, we shall define, document and communicate the organisational values, and the roles, responsibilities and authorities of individuals within the organisation. We will appoint a specific management representative who, irrespective of other responsibilities, shall have defined roles, responsibilities and authority for:

- \* Ensuring that sustainability management system requirements are established, implemented and maintained in accordance with prescribed conditions.
- \* Reporting on the performance of the sustainability management system to top management for review and as a basis for improvement of the sustainability management system and the organisation's overall performance and implementation of its sustainability policy and action plan

### **Integration**

To ensure effective integration of the sustainability agenda of the organisation with its long term strategic plans we shall require all such planning to be subject to a form of strategic sustainability assessment using as a model the well-established processes of environmental impact assessment.

To facilitate effective integration of the sustainability agenda of the organisation with its day to day operations we shall identify those operations and activities of the organisation which have significant sustainability impact and, in respect of these activities, we shall establish and maintain procedures for:

1. Monitoring and measuring their performance in terms such as energy, waste, emissions etc.
2. Reporting on performance through regular internal communication between the various levels and functions of the organisation
3. Reporting on performance through regular communications with external stakeholders.



## **Monitoring**

We shall establish and maintain documented procedures to monitor and measure on a regular basis the key characteristics of our operations and activities that can have a significant impact on natural, human, manufactured, financial and social capital.

We shall establish and maintain a documented procedure for periodically evaluating compliance with relevant legislation and regulations.

We shall establish and maintain programmes and procedures for periodic sustainability management system audits to be carried out, in order to determine whether or not the sustainability management system;

1. Conforms to planned arrangements for sustainability management
2. Has been properly implemented and maintained

Our audit programme shall be based on the importance of the activity concerned and the results of previous audits. Information on the results of audits will be freely and openly communicated to management, staff and stakeholders.

**Scott Hadden**

**Chairman & Managing Director  
Hadden Construction Limited**

## **Review and update**

**We will periodically review our sustainability policy and action plan and refine, in the light of practical experience gained and feedback received, the aspects, objectives, indicators, metrics, and targets of sustainability to which it refers.**