

## Legal Services Commission Environmental Policy Objectives & Targets

<b>Objective</b>
<b>MINIMISE WASTE BY REDUCTION, REUSE, AND RECYCLING METHODS</b>

<b>Targets</b>	
<p><b>Sustainable Operations on the Government Estate:</b></p> <ul style="list-style-type: none"> <li>• Reduce the amount of office waste going to landfill by recycling 40% of total wastes arising by 2010.</li> <li>• Reduce the amount of office waste going to landfill by recycling 75% of total wastes arising by 2020.</li> </ul>	<p><b>LSC Performance Framework 2008/9 – KPI 10C:</b></p> <ul style="list-style-type: none"> <li>• Recycle 50% of all waste.</li> <li>• Reduce our paper consumption by 10% relative to 2007/8 levels.</li> </ul>

<p><b>To achieve our objective it is the policy of the LSC to:</b></p> <ul style="list-style-type: none"> <li>• Maintain data of all waste from each office.</li> <li>• Maintain a “bin less” environment. No desk bins will be provided. General waste can only be placed in the communal general waste bins.</li> <li>• Provide facilities to recycle waste paper, cardboard, plastic, glass, toner cartridges, and cans.</li> <li>• Encourage staff, suppliers and contractors to minimise the volume of packaging used and to recover and recycle packaging where practicable.</li> <li>• Process all waste in accordance with legal requirements and best practice.</li> <li>• Investigate enhancing current waste management facilities in buildings on the estate to improve recycling levels.</li> </ul>	<p><b>It is the responsibility of all staff to:</b></p> <ul style="list-style-type: none"> <li>• Follow the <b><i>Recycling A-Z</i></b> and practise the "3 Rs" – Reduce, Re-use, Recycle - to minimise waste.</li> <li>• Reduce your use of paper by following the National Environment Team’s <a href="#">paper guidance</a>.</li> <li>• Ensure all printing and photocopying is double-sided.</li> <li>• Purchase only what is needed.</li> <li>• Use available recycling facilities effectively to minimise waste sent to landfill.</li> <li>• Encourage suppliers to minimise volumes of paper and packaging used or, where possible, use packaging that can be returned to the supplier for re-use, where there are environmental gains to do so.</li> <li>• Re-use envelopes &amp; packaging where practical and recycle where not.</li> <li>• Use the office swap shop on the <a href="#">discussion forums</a> to place items which cannot be recycled within the office</li> </ul>
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<b>Objective</b>
<b>USE ENERGY EFFICIENTLY TO MINIMISE GREENHOUSE GAS EMISSIONS</b>

<b>Targets</b>	
<p><b>Sustainable Operations on the Government Estate:</b></p> <ul style="list-style-type: none"> <li>• Reduce CO<sub>2</sub> emissions caused by energy use in our buildings by 12.5% by 2010/11.</li> <li>• Reduce CO<sub>2</sub> emissions caused by energy use in our buildings by 30% by 2020.</li> <li>• Increase energy efficiency per m2 by 15% by 2010.</li> <li>• Increase energy efficiency per m2 by 30% by 2020.</li> <li>• Central Government estate to be carbon neutral by 2012.</li> </ul>	<p><b>LSC Performance Framework 2008/9 – KPI 10C:</b></p> <ul style="list-style-type: none"> <li>• Reduce electricity consumption by 5% relative to 2007/8 levels</li> </ul>

<p><b>To achieve our objective it is the policy of the LSC to:</b></p> <ul style="list-style-type: none"> <li>• Manage heating and air conditioning across the estate to ensure the most efficient use of energy.</li> <li>• Monitor data on energy and resource consumption at all sites.</li> <li>• Encourage staff to save energy through activities to raise their environmental awareness in the workplace and at home.</li> <li>• Promote the <a href="#">Lights Out Policy</a> to ensure lights are switched off overnight and when not needed.</li> <li>• Procure electricity from renewable sources whenever competitive.</li> <li>• Investigate options for offsetting emissions from other energy use.</li> <li>• Continue to research new products, methods and technologies for conserving energy and resources.</li> </ul>	<p><b>It is the responsibility of all staff to:</b></p> <ul style="list-style-type: none"> <li>• Switch off all electrical equipment when not in use.</li> <li>• Use all electrical equipment efficiently to minimise energy waste.</li> <li>• Shut down the PC overnight and when not in use.</li> <li>• Use the National Environment's Team <a href="#">Electricity Guidance</a> to further reduce emissions.</li> <li>• Follow the LSC's <a href="#">Lights Out Policy</a>.</li> <li>• Not use personal heaters or fans to remedy a specific heating or cooling problem.</li> <li>• Report any heating or lighting faults to the Estates Manager to help minimise possibility of energy waste.</li> </ul>
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<b>Objective</b>
<b>MAXIMISE THE USE OF SUSTAINABLE BUSINESS TRAVEL AND MINIMISE THE NEED FOR TRAVEL</b>

<b>Targets</b>	
<b>Sustainable Operations on the Government Estate:</b> <ul style="list-style-type: none"> <li>Reduce carbon emissions from road vehicles for administrative operations by 15% by 2010/2011.</li> </ul>	<b>LSC Performance Framework 2008/9 – KPI 10C:</b> <ul style="list-style-type: none"> <li>Reduce our business travel costs by 5% relative to 2007/8 levels.</li> </ul>

<b>To achieve our objective it is the policy of the LSC to:</b> <ul style="list-style-type: none"> <li>Continually work with our lease and car hire company to provide the lowest carbon emitting vehicles.</li> <li>Promote the <a href="#">Travel Hierarchy</a>.</li> <li>Promote the <a href="#">guidance to reduce business mileage</a>.</li> <li>Offset all carbon emissions from air travel through the Government's Carbon Offsetting Scheme.</li> <li>Minimise the need for business travel by providing effective videoconferencing and other alternative communication methods in each office.</li> </ul>	<b>It is the responsibility of all staff to:</b> <ul style="list-style-type: none"> <li>Ensure that the need to travel is essential.</li> <li>Book travel as early as possible to maximise cost savings.</li> <li>Always book standard class tickets for any staff Band, wherever this proves the cheapest option.</li> <li>Determine whether business needs can be met by an alternative method like videoconference or teleconference.</li> <li>Follow the principles of the National Environment Team's <a href="#">Travel Hierarchy</a>.</li> <li>Always consider public transport as the first option for business travel.</li> <li>Consider rail as an alternative to air travel for all domestic journeys.</li> </ul>
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**Objective**

**CONSERVE WATER AND OTHER RESOURCES**

**Targets**

**Sustainable Operations on the Government Estate:**

- Reduce water consumption by 25% on the office estate by 2020.
- Reduce water consumption to an average of 3m<sup>3</sup> per person/year for all new office builds or major office refurbishments.

**To achieve our objective it is the policy of the LSC to:**

- Monitor, record and audit water consumption in buildings wherever possible.
- Specify water-efficient appliances and equipment.
- Install and maintain flow restricting devices and more efficient technologies where it is practicable to do so.
- Ensure all leaks and faults are dealt with in a reasonable timescale.
- Not use bottled water in any office.

**It is the responsibility of all staff to:**

- Report any leaks or drips to help prevent unnecessary waste of water.
- Not use kettles where water heaters are provided.
- Where there are no water heaters, kettles should only be filled to the required level.
- Not leave taps running for any length of time.

<b>Objective</b>
<b>ENSURE ENVIRONMENTAL CRITERIA ARE TAKEN INTO ACCOUNT IN THE PROCUREMENT OF GOODS, SERVICES, AND BUILDINGS</b>

<b>Targets</b>
<p><b>Sustainable Operations on the Government Estate:</b></p> <ul style="list-style-type: none"> <li>• The application of the Building Research Establishment’s Environmental Assessment Method (BREEAM), or equivalent, to all new builds and major refurbishments.</li> <li>• All departments to conduct sustainability appraisals of office relocations.</li> </ul>

<p><b>To achieve our objective it is the policy of the LSC to:</b></p> <ul style="list-style-type: none"> <li>• Develop a sustainable procurement policy and strategy.</li> <li>• Disseminate guidance on sustainable procurement.</li> <li>• Work with our suppliers and contractors to encourage commitment to our Environmental Policy and improved environmental performance.</li> <li>• Work with our main consumables suppliers to offer only environmentally friendly products.</li> <li>• Require that all LSC purchases are made in accordance with the Environmental Policy statement where appropriate.</li> <li>• Take account of life cycle costs and not just the initial price when assessing value for money.</li> <li>• Specify recycled products where practicable.</li> <li>• Specify fully biodegradable substances where they represent the best environmental option.</li> <li>• Evaluate, as appropriate, the environmental performance of suppliers and potential suppliers.</li> <li>• Integrate reclamation and recycling or an environmentally preferable method of disposal of packaging into supply contracts.</li> <li>• Develop practical trials in the workplace to establish suitability of environmentally preferable goods for general office use.</li> <li>• Meet all relevant statutory regulations and official codes of practice and ensure contractors are obliged to do the same when working on our sites.</li> <li>• Use centrally negotiated contracts for ordering all IT/Telephone equipment to ensure best value, energy efficiency and full support for life of item.</li> </ul> <p><b>WOOD</b></p> <ul style="list-style-type: none"> <li>• Minimise the need to purchase wood products by re-using or reconfiguring existing resources where practical.</li> <li>• Where regulations allow, specify in orders and contracts that suppliers must provide evidence that timber and timber products have been lawfully</li> </ul>	<p><b>It is the responsibility of all staff to:</b></p> <ul style="list-style-type: none"> <li>• Adhere to the environmental considerations of our procurement policy</li> <li>• Use recycled paper for all general printing, photocopying and writing applications.</li> <li>• Use recycled stationery wherever possible.</li> </ul>
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<p>obtained from forests or plantations that are being sustainably managed.</p> <ul style="list-style-type: none"><li>• Consider buying reclaimed timber or products made from reclaimed timber where it is cost effective and practical.</li><li>• Specify chipboard and medium density fibreboards (MDF) indicating a preference for those made with a minimum percentage of 80% recycled material.</li><li>• Ensure documented or certified evidence under a credible scheme is provided by suppliers.<sup>1</sup></li></ul> <p><b>PAPER</b></p> <ul style="list-style-type: none"><li>• Gradually ensure that all paper purchased contains 100% recycled content.</li><li>• Ensure that material published or printed can be recycled. Inks shall be recognised as environmentally friendly, such as vegetable oil based or sustainable equivalents.</li></ul> <p><b>BUILDINGS</b></p> <ul style="list-style-type: none"><li>• Give due consideration to environmental issues in the acquisition, design, and location of buildings.</li><li>• Ensure any building occupied by the LSC is operated and maintained to optimise environmental performance.</li><li>• Undertake BREEAM assessments when planning new or substantially refurbished premises.</li><li>• Purchase renewable energy wherever possible.</li><li>• Ensure we are able to monitor electricity, gas, and water usage in each LSC office.</li></ul>	
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- The operation of an environmental management system, incorporating forest management criteria that complies with internationally recognised principles;
- Certification under a national or country specific scheme which is approved by one or more internationally recognised umbrella or accreditation schemes;
- That timber has been acquired in accordance with national legislation in the country of origin and any applicable international agreements (CITES);
- Four schemes are currently regarded as providing sufficient evidence that timber has been both legally obtained and come from sustainably managed sources. These are:

1. FSC - Forestry Stewardship Council
2. CSA - Canadian Standards Association
3. PEFC - Programme for the Endorsement of Forest Certification Schemes
4. SFI – Sustainable Forestry Initiative

<b>Objectives</b>
COMMUNICATE PROGRESS ON ENVIRONMENTAL PERFORMANCE INTERNALLY AND EXTERNALLY PROMOTE GOOD ENVIRONMENTAL PRACTICE AMONGST STAFF

<p><b>To achieve our objective it is the policy of the LSC to:</b></p> <ul style="list-style-type: none"> <li>• Provide monthly data against the 2008/09 Sustainability KPI for inclusion on VOICE.</li> <li>• Produce environmental performance information for inclusion in the annual report.</li> <li>• From 2009/10, provide regular data reporting against the Targets for Sustainable Operations on the Government Estate.</li> <li>• Maintain environmental management pages on the intranet and issue monthly news stories.</li> <li>• Demonstrate environmental issues are considered in our decision-making; project planning, and policy development processes.</li> <li>• Publish a Communications Strategy detailing our Environmental Management System.</li> <li>• Maintain an Environmental Management Representative network throughout the LSC to assist in the promotion and implementation of environmental best practice in the workplace.</li> <li>• Continue to hold regular National Environment Team meetings to share best practice and update on environmental issues.</li> <li>• Continue to issue guidance and best practice examples to all staff.</li> <li>• Provide any necessary training to raise awareness on sustainability matters.</li> <li>• Include our commitment to sustainability in all staff's induction process and embed the principles of the Environmental Policy through new starter training.</li> <li>• Ensure sustainability objectives are included in all staff's Personal Development Reviews.</li> </ul>	<p><b>It is the responsibility of all staff to:</b></p> <ul style="list-style-type: none"> <li>• Become familiar with the requirements of the Environmental Policy (EP) and the associated Objectives and Targets document.</li> <li>• Actively participate in ensuring that the requirements of the EP are met.</li> <li>• Embed the values and principles of the EP in all elements of your working life.</li> <li>• Ensure that personal environmental objectives are met.</li> </ul>
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