

# Sustainability Policy

## 1. Overview

CFI strives to be a leader in environmental sustainability and believes that a successful future for our business and the clients we serve depends on the sustainability of the environment, communities and economies in which we operate.

As a charity, we bear a responsibility to consider the impacts of our actions and how they affect the environment, both directly in terms of our own operations, and indirectly through the services we offer to our clients and the business opportunities that we pursue.

We are committed to minimising our impact on the environment and to demonstrating leadership by integrating environmental considerations into all aspects of our business practices. We will aim to maintain our reputation as a driver for positive environmental activity.

Publishing an annual sustainability report is a key aspect in governance and this will be included in the Trustees Annual Report.

Companies Act 2006 - Section 172 (1) (d) of the Companies Act 2006 introduced a new environmental duty for directors. Since October 2007, directors of charitable companies are required to act in a way that they consider to be the most likely to achieve their organisation's charitable purposes. In doing so, they must have regard to various matters, including the impact of the company's operations on the community and the environment.

## 2. Scope

The requirements of this policy apply to all entities and employees of CFI, with support from the trustees.

We shall strive to incorporate sustainability into our core business operations through internal and external efforts.

## 3. Purpose

- I. To improve the transparency of our organisation's activities. From an internal perspective, it will achieve accurate and insightful data to improve processes and have a positive impact. From an external perspective, it allows us to communicate our goals in sustainable development.
- II. To garner trust and improve relationships with both internal and external stakeholders by facilitating open communication that aligns with our overall goals.
- III. To enhance our reputation of how we address sustainability.
- IV. Promote internal operational efficiency and accountability which can lead to increased employee engagement;
- V. Lastly, it allows for communication on compliance to reporting regulations. Governments and regulators increasingly require or encourage companies to disclose sustainability information in their annual reports.

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## 4. How we will achieve sustainability goals

- ✓ Reducing energy use - turning the lights off when leaving the office and/or having energy-efficient light bulbs.
- ✓ Reducing water use - checking for dripping taps and pipes, which can waste up to 10,000 litres of water a year.
- ✓ Minimising waste and recycling more - recycling bins, double-sided printing and back-to-back photocopying will help reduce our carbon footprint. Unused or single copied paper should be recycled as scrap paper.
- ✓ Rather than printing leaflets, posters etc. create digital versions – which are not only more eco-friendly, these are also easier to share and cost less.
- ✓ Don't automatically print e-mails and documents. Retaining them on the hard drive reduces toner and paper usage, and we can find them again, if we need to. This not only avoids wasting resources, but is cheaper and quicker.
- ✓ Encourage the use of water in jugs at meetings rather than plastic water bottles.
- ✓ If we do need to use disposable plates/cutlery at an event, buy paper/cardboard, not plastic.
- ✓ Encourage the use of effective environmentally friendly cleaning products
- ✓ Staff should be encouraged to turn off lights, monitors and other equipment when not in use. It's more environmentally friendly, saves money and helps reduce fire risk.
- ✓ Where practicable, heating should be turned down or off in unoccupied rooms or areas, with heating reduced to 'frost protection' levels when unoccupied; eg Christmas.
- ✓ Ensure that doors and windows are not left open after work hours to save on heating costs and improve security and ensure doors and windows are draught proofed where practicable.
- ✓ Source goods and services locally, where this is cost effective.
- ✓ Move to electronic filing to reduce paper use.
- ✓ Real plants in the office(s) and creating a 'green space.'

~End~