



Environmental Policy

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echelon Consultancy Ltd

Partnering Advisor to the Social Housing Industry

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Directors Statement

The social housing industry has substantially increased its awareness of environmental issues over the past few years and echelon recognise the importance of taking a proactive approach to environmental management by creating an environmental policy.

Some aspects of our environmental management system are as much about business efficiency as they are about environmental improvement, for example the financial savings which can be made through energy and water efficiency measures.

echelon is keen to capitalise on such opportunities that might arise from improved environmental performance as this keeps our business cost effective and our consultancy fees reasonable, adding value to the service we provide for our clients.

We are also keen to embrace new ideas and changing technologies related to environmental issues if these will further reduce our negative impact on the environment and assist our core philosophy of adding value to all the organisations we interact with.



**Mathew Baxter ICIOB MIoD
Managing Director**



ENVIRONMENTAL POLICY

Environmental Policy Statement

echelon consultancy ltd is a leading specialist in assisting organisations in the complex process of implementing partnering projects, focusing on performance management and project implementation.

echelon recognises that climate change is a reality and that human activities are largely responsible for increasing concentrations of greenhouse gases in the earth's atmosphere. How governments, businesses and societies choose to address climate change will fundamentally affect the way present and future generations live their lives.

As an intelligent business, we recognise we have an impact on the environment through the goods we purchase, the energy we consume and the transport we use and are committed to minimising any adverse environmental impacts and encouraging our business partners and members of the wider community, of which we are part, to reduce theirs.

echelon will seek to apply best practice in environmental management.

Through our environmental policy we commit to:

- Comply with relevant environmental legislation
- Set clear environmental objectives
- Establish and implement procedures to achieve objectives
- Regularly monitor and review targets
- Continually improve in environmental performance
- Educate and train employees in environmental issues and the environmental effects of their activities by training sessions and team meetings
- Communicate our policy to clients and contractors
- Adding value to our service by complying with the environmental policies of clients by reviewing their policy requirements and needs.



2.0 Environmental Objectives

The echelon policy statement is accompanied by a set of environmental objectives.

These objectives are formulated on the basis of a review of the key environmental impacts arising from our business activities and provide the framework for a set of more specific environmental targets set on a yearly basis.

These targets give rise to our environmental management table and enable us to ensure that we are delivering the commitments set out in our policy and objectives.

Our environmental objectives are as follows:

- Maintain a carbon neutral business by measuring energy usage and offsetting our carbon emissions by donating money to sustainable energy projects.
- Reduce our indirect greenhouse gas emissions by at least 10% from our business in a variety of areas, such as energy use and transport using data from 2008 as the benchmark.
- Reduce our consumption of water.
- Increase our use of recycled paper and print products and use energy efficient equipment.
- Reduce the production of waste, recycle wherever possible, and dispose of the rest according to the best practicable environmental option.
- To explore technological methods of reducing energy usage such as dual fuel cars and solar energy.

In order to ensure a systematic and consistent approach to managing and reducing the company's adverse environmental impacts, echelon have developed an environmental management table (overleaf) setting out environmental related achievements in 2009 and targets to be met in 2010.

The table is split into seven sections and includes our key areas of environmental impact and the commitments we will undertake to reduce it. A further more detailed description of each section is found in full in the appendices.

echelon environmental report / target framework

	What has echelon achieved in 2009?	What echelon commits to achieve during 2010?
1.0	Environmental Policy <ul style="list-style-type: none"> Reviewed the importance of a company environmental policy through staff/client consultation. Created an environmental policy setting out realistic procedures and targets for reducing echelons negative environmental impact and adding value to client services. 	<ul style="list-style-type: none"> Uphold the environmental policy statements when undertaking internal and external business operations. Ensure reference to the policy when making decisions affecting the future of the business. Educate staff about the policy through ongoing workshops and reference to relevant publications. Communicate the policy to external clients and external consultants and offer advice on environmental business practices. Carry out a quarterly review of the echelon environmental policy to ensure it is relevant to our business and responds to the environmental policy needs of our clients
2.0	Reducing Energy Consumption <ul style="list-style-type: none"> Measured office electricity usage at 9408Kwh per annum. Measured office gas usage at 11702Kwh per annum. 	<ul style="list-style-type: none"> Reduce office electricity and gas usage by 15% by undertaking the actions and procedures set out on appendix 2.0. Educate staff about the imminent energy saving actions and procedures through an initial workshop in the first quarter of 2009. Carry out the specified energy saving actions within the first quarter of 2009. Diligently carry out the energy saving procedures at all times. Carry out an energy usage review at the end of the second quarter (July) comparing energy usage to date to the equivalent period in 2008.
3.0	Reducing Water Consumption <ul style="list-style-type: none"> Recognised the fact that if we reduce water consumption we also reduce energy consumption throughout the water supply chain and reduce the rate of climate change. 	<ul style="list-style-type: none"> Reduce business water usage by undertaking the actions and procedures set out on appendix 3.0. Educate staff about the imminent water saving actions and procedures through an initial workshop in the first quarter of 2009. Carry out the specified water saving actions within the first quarter of 2009. Diligently maintain the water saving procedures at all times. Carry out a water consumption reduction review at the end of the second quarter (July), where the perceived effectiveness of the water saving procedures will be discussed.

Please see appendices to view detailed overview of each section

echelon environmental report / target framework cont.

What has echelon achieved in 2009?		What will echelon achieve in 2010?
4.0	Paper Management, Rubbish & Recycling <ul style="list-style-type: none"> Recognised the importance of the efficient use of our resources. Understood that much of the waste in our office can be recycled. 	<ul style="list-style-type: none"> Reduce waste and introduce recycling to our office by undertaking the actions and procedures set out on appendix 4.0. Carry out the specified waste reduction actions within the first quarter of 2009. Educate staff about the recycling in the workplace procedures through an initial workshop in the first quarter of 2009. A Quarterly review will be carried out to ensure echelon is maintaining its commitment to reduce waste and recycle.
5.0	Transport <ul style="list-style-type: none"> Measured total business car travel at 141,000 miles, composed of 117,500 diesel miles and 23,500 petrol miles. Measured business rail travel at 12,000 miles 	<ul style="list-style-type: none"> Reduce car mileage to 70% of the total transport mileage. Carry out a review within the first quarter of 2009 of offering staff incentives for the use of public transport for commuting to work. Review the use of new technologies such as a dual fuel car for future private business transport. A Quarterly review will be carried out to ensure echelon is maintaining its commitment to increase staff use of public transport.
6.0	Adding Value to our service to Clients <ul style="list-style-type: none"> Recognised we could add value to our service by complying with the requirements of our clients' environmental policies. 	<ul style="list-style-type: none"> Build a database of environmental policies of each client. Take reasonable steps to adapt our service to comply with client environmental policy. To adapt echelon's current environmental policy to comply with client policy if practicable. Continually review the value added to our service by having an environmental policy that complies with our clients policies.
7.0	Carbon Offsetting <ul style="list-style-type: none"> Calculated our total business carbon output through www.climatecare.org and donated the financial equivalent to offset our carbon emissions through sustainable projects aimed to reduce greenhouse atmospheric pollution. 	<ul style="list-style-type: none"> Log all information required to enable us to continue as a carbon neutral business. Educate staff about carbon offsetting and its importance to sustainable business. Think about waste and its effect on the environment throughout our business actions. Annually review echelon is content that a suitable carbon offsetting project is being funded by www.climatecare.org.

Please see appendices to view detailed overview of each section

Appendices

1.0 - Environmental Policy

Introduction

echelon recognises that climate change is a reality and that human activities are largely responsible for increasing concentrations of greenhouse gases in the earth's atmosphere. To reduce the impact our business has on the environment, it was decided an environmental policy would be created by echelon staff and adhered to through on-going workshops and training sessions.

Aim

To create an environmental policy setting out realistic procedures and targets for reducing echelons negative environmental impact and adding value to client services.

Methodology

To create the policy in an 'environmental policy workshop' was organised by Mathew Baxter and attended by echelon staff.

Environmental policies of 3 differing sized companies were presented to give an overview of a typical policy framework.

Through discussion it was decided the policy document would contain the following key areas:

- A list of 8 core policy statements regarding the environment that echelon must uphold.
- A set of environmental objectives providing the framework for a set of more specific environmental targets reviewed on a periodic basis.
- An environmental report presented in spreadsheet format recording what environmental related measures/initiatives we have undertaken during 2009 (sub divided into key environmental sections).
- A set of achievable environmental targets for 2009/10 presented in spreadsheet format (sub-divided into in key environmental sections).
- An detailed overview of each key environmental area, setting out the methodology behind the compilation of relevant information and how echelon will go about achieving the environmental targets set.

echelon's commitment

echelon commits to the following:

- Uphold the environmental policy statements when undertaking internal and external business operations.
- Ensure reference to the policy when making decisions affecting the future of the business.
- Educate staff about the policy through ongoing workshops and reference to relevant publications.
- Communicate the policy to external clients and external consultants and offer advice on environmental business practices.

Review period

A quarterly review will be carried out of the echelon environmental policy to ensure it is relevant to our business and responds to the environmental policy needs of our clients.

2.0 - Reducing Energy Consumption

Introduction

echelon recognises that the day to day running of an office in an energy in-efficient manner creates a large negative impact on the environment. Wasting energy also costs echelon money, lowering profit margins resulting in increased fees and reducing the 'value for money' service we provide for clients .

Aim

During 2009/10, echelon aims to reduce energy usage in the office by 15%.

Methodology

1) Collection of data

The collection of office energy data was carried out by reviewing gas and electricity bills for the 2008 period.

Electricity used: 9408 Kwh

Gas used: 11702 Kwh

2) Energy reduction target

echelon to date have not carried out an energy reduction initiative. It was decided a reduction benchmark figure of 15% for the year 2009 would be a realistic target to begin with.

3) Electricity usage reduction initiatives to be undertaken

The following actions will be carried out in the first quarter of 2009 to meet the energy usage reduction target:

Actions

- Purchase a solar charging facility for staff mobile phones.
- Replace traditional lighting with energy efficient lighting where practicable.
- An investigation into using an electricity supplier embracing renewable generation techniques will be undertaken with a view to switch supplies if viable.

The following procedures will be communicated to echelon staff and implemented during 2009 to meet the energy usage reduction target:

Procedures

- All electrical equipment will be switched off overnight or when not in use except critical systems.
- A 'switch on when needed' procedure will be adopted for using equipment at the beginning of the day.

2.0 - Reducing Energy Consumption - continued

4) Gas usage reduction initiatives to be undertaken

The following actions will be carried out in the first quarter of 2009 to meet the energy usage reduction target:

Actions

- Install TRVs to all office radiators.
- Reflective panels will be installed behind all office radiators.

The following procedures will be educated to echelon staff and carried out during 2009 to meet the energy usage reduction target:

Procedures

- The use of the gas central heating will be limited to 8 hours per day unless exceptional circumstances prevail.
- The period of gas central heating use will be reduced to 7 months of the year. (The heating system will be switched off at beginning of April 2009 for 5 months).
- The maximum temperature set on the wall mounted heating control thermostat will be limited to 21°C unless exceptional circumstances prevail

echelon's commitment

echelon commits to the following:

- Educate staff about the imminent energy saving actions and procedures through an initial workshop in the first quarter of 2009.
- Carry out the specified energy saving actions within the first quarter of 2009.
- Diligently carry out the energy saving procedures at all times.

Review period

An energy usage review will be carried out at the end of the second quarter (July) comparing energy usage to date to the equivalent period in 2008.

Energy usage in Kwh will be compared, not cost due to the fluctuating energy market prices.

3.0 - Reducing Water Consumption

Introduction

echelon understands the treatment, storage and supply of water is very energy intensive, and a large proportion of the cost of water goes to pay for electricity costs at the utility company. We recognise the fact that if we reduce water consumption we also reduce energy consumption throughout the water supply chain and reduce the rate of climate change.

Aim

During 2009/10, echelon aims to reduce the amount of water it uses during the day to day running of its business.

Methodology

1) Collection of data

Unfortunately echelon is unable to collect data on the amount of water the office consumes over a defined period of time as water is not metered.

2) Water reduction target

Due to the inability to quantify our water usage, echelon can only commit to adopting ways to reduce water consumption using the actions/procedures listed below. A target figure cannot be specified.

3) Water usage reduction actions to be undertaken

The following actions will be carried out in the first quarter of 2009 to reduce the consumption of water:

Actions

- Install water displacement brick in 2no. Toilet cisterns
- The purchase of a washing up bowl for washing dishes.

The following procedures will be communicated to echelon staff and carried out during 2009 to reduce the consumption of water in the business:

Procedures

- Tissues/handtowels must be placed in the recycling bin rather than flushing them down the toilet.
- Leaking taps will be made a priority for fixing.
- Taps are not to be left running whilst washing hands or washing dishes.

echelon commitment

echelon commits to the following:

- Educate staff about the imminent water saving actions and procedures through an initial workshop in the first quarter of 2009.
- Carry out the specified water saving actions within the first quarter of 2009.
- Diligently maintain the water saving procedures at all times.

Review period

A water consumption reduction review will be carried out at the end of the second quarter (July), where the perceived effectiveness of the water saving procedures will be discussed.

4.0 - Paper Management, Materials, Rubbish & Recycling

Introduction

echelon, like all companies uses paper for a variety of reasons, we would not be able to operate without it. We understand that the production of paper is very bad for the environment, creating a demand for the culling of rainforests and the use of very energy intensive activities during the paper production process. Consumables such as metals and plastics found in many offices also create a huge demand on energy usage during production, and create a need for landfill sites if not able to be recycled.

Aim

During 2009/10, echelon aims to use all consumables as efficiently as possible. We will collect and recycle 100% of our waste paper and all recyclable rubbish, if a service is provided.

Methodology

A). Reduction of waste materials

1) Collection of data

echelon presently holds no specific records of the usage of individual business critical items and the consequent waste produced.

2) Material usage reduction

With no data, echelon can only commit to adopting methods to reduce the use of materials and therefore production of waste using the actions/procedures listed below:

3) Waste reduction actions to be undertaken

The following actions will be carried out in the first quarter of 2009 to reduce the demand for consumables and waste generated by the echelon office.

Actions

- A review of the current office materials ordering philosophy will be undertaken to ascertain if echelon can reduce demand for office items and associated packaging materials, thus reducing waste.

The following procedures will be communicated to echelon staff and carried out during 2009 to maximise the reduction of waste paper and rubbish produced by the business:

Procedures

- Printing is to be kept to a minimum and double sided if practicable (reducing demand for paper and printer related equipment).
- Emails are not to be printed out unless absolutely necessary.
- The use of electronic communication is priority over printing/faxing.
- Ordering of stationary will be organised in a manner as not to over order equipment / materials.
- Telephone notes / internal minutes are to written on scrap paper instead of using post it notes/blank paper were practicable.

4.0 - Paper Management, Materials, Rubbish & Recycling - continued

B). Recycling

1) Collection of data

echelon presently recycles no waste from its office.

2) Waste reduction

With no recycling currently being carried out, echelon can only commit to adopting methods to recycle waste using the actions/procedures listed below:

3) Waste reduction actions to be undertaken

The following actions will be carried out in the first quarter of 2009 to reduce the amount of non-recyclable waste leaving the echelon office and going to land fill sites.

Actions

- Enter into an agreement within the first quarter of 2009 with a local recycling company for the installation of bins for the collection of paper, aluminium, cardboard and glass bottles.

The following procedures will be communicated to echelon staff and carried out during 2009 to maximise recycling of waste paper and rubbish produced by the business:

Procedures

- When ordering supplies, business consumables that have been recycled previously and are able to be further recycled will become first choice.
- All non recyclable business waste is to be reviewed before disposal, in case another use can be devised for it.

echelon's commitment

echelon commits to the following:

- Carry out the specified waste reduction actions within the first quarter of 2009.
- Educate staff about recycling in the workplace procedures through an initial workshop in the first quarter of 2009.
- Think about waste and its effect on the environment throughout our business actions.

Review period

A quarterly review will be carried out to ensure echelon is maintaining its commitment to undertake the actions and procedures above.

5.0 - Transport

Introduction

As a company that undertakes a large number of business miles per annum, echelon realises the impact each one of them has on the environment and understands that:

- Car journeys are a necessity of carry out echelons core business function.
- Travelling by train is the most environmentally friendly method of transport.
- A company vehicle emits fumes which contribute to air pollution.
- Each litre of fuel used in a company vehicle produces carbon dioxide, a greenhouse gas that contributes to global warming.

Aim

During 2009/10, echelon aims to reduce pollution by lowering personal car usage by relying more heavily on the public transport system and trialling the use of a dual fuel car for business journeys.

Methodology

1) Collection of data

The collection of business transport data was carried out by reviewing all journeys undertaken for commuting and business purposes for the 2009 period.

Car Miles

Diesel = 117,500

Petrol = 23,500

Train Mileage

12,000

Bus Journeys

No commuting or business journeys are presently undertaken by bus.

2) Transport reduction target

Reducing car mileage to 70% of the total transport mileage for the year 2009 would be a realistic target.

3) Personal car usage reduction initiatives to be undertaken

The following actions will be carried out in the first quarter of 2009 to reduce car journeys and the effect of personal transport on the environment:

Actions

- A trial of a dual fuel vehicle may be undertaken with the view of using it for journeys where public transport is not practicable.
- A financial incentive plan will be reviewed to encourage employees to use public transport for commuting if a car is not needed that day.

The following procedures will be educated to echelon staff and carried out during 2009 to meet the target for reducing vehicle mileage:

Procedures

- For all business journeys, a review of the practicability of taking the bus / train must be undertaken. If the employee can find no reasonable reason against using public transport then the car should be left at home/the office.

(echelon understands due to the type of work we carry out, i.e. presentations, seminars etc. a large



proportion of business trips will require a vehicle due to equipment needed).

5.0 - Transport – continued

echelon's commitment

echelon commits to the following:

- Carry out a review of offering staff incentives for the use of public transport for commuting to work within the first quarter of 2009.
- Educate staff about the benefit of public transport on the environment.
- Review the use of new technologies such as a dual fuel car for future private business transport.

Review period

A quarterly review will be carried out to ensure echelon is maintaining its commitment to undertake the actions and procedures above.

6.0 – Adding value to our service to clients

Introduction

echelon consultancy limited is a leading specialist in assisting organisations in the complex process of implementing partnering projects, focusing on performance management and project implementation. Adding value to our service through environmental policy is important as it sets us out from other competitors, showing we are not just there to do a job, but are willing to adapt our methods to ensure the client upholds their environmental policy commitments.

Aim

Add value to our service by complying with the requirements of our clients environmental policies. To positively encourage clients with no environmental policy to embrace the future of the environment.

Methodology

1) Collection of data

echelon has no data on current clients' environmental policies.

2) Initiatives to be undertaken

The following actions will be carried out in the first quarter of 2009 to add value to the service echelon gives to client organisations:

Actions

- echelon will request an environmental policy from all present / future clients.
- An environmental policy study will be undertaken of each client policy and a report compiled of what is required from echelon to meet requirements on an individual client basis.
- A workshop detailing how value can be added to our service by complying with client environmental policy will be given to echelon staff.

The following procedures will be educated to echelon staff and carried out during 2009 to add value to our service to clients:

Procedures

- All staff will review the report compiled by echelon regarding the environmental policy of a particular client before undertaking work with them.

echelon commitment

echelon commits to the following:

- To take reasonable steps to adapt our service to comply with client environmental policy.
- To adapt echelon's current environmental policy to comply with client policy if practicable.

Review period

An ongoing review of the value added to our service by environmental policy will be carried out by speaking to clients during workshops/seminars etc. and fed back to staff.

7.0 – Carbon Offsetting

Introduction

echelon understands it will always have an environmental impact as a result of its business practices. Each time we heat the office or drive a car CO² is added to the atmosphere which contributes to global warming. Carbon offsetting is the practice of paying a specialist to reduce CO² in the atmosphere by the same amount our business activities add. This is achieved by funding sustainable projects such as planting forestry.

Aim

To offset our total yearly CO² output by funding sustainable environmental projects through www.climatecare.org.

Methodology

1) Collection of data

echelon collected the data required by www.climatecare.org to work out our business CO² emissions for 2009.

The following data was required:

Electricity used	9408 Kwh
Gas used	11702 Kwh
Diesel Car mileage	117,500 miles
Petrol Car mileage	23,500 miles
Air conditioning	No
Office type	Open plan

The figures were entered into the CO² calculator and the sum of £348.13 was calculated to fund sustainable environmental projects that would remove our annual CO² output of 40.36 tonnes for 2009 from the atmosphere (see certificate overleaf).

echelon commitment

echelon commits to the following:

- Log all information required to enable us to continue as a carbon neutral business.
- Educate staff about carbon offsetting and its importance to sustainable living.
- Think about waste and its effect on the environment throughout our business actions.

Review period

An annual review will be carried out to ensure echelon is content that a suitable carbon offsetting project is being funded by www.climatecare.org.



This certifies that

Echelon Consultancy Ltd

Has offset 40.36 tonnes of carbon dioxide through
greenhouse gas reduction projects in order to reduce the rate of
global climate change.

ClimateCare

17 June 2009





Creating the right environment for success