

# Environment Policy

## 1. Environment Policy Statement

The Society has reviewed its purpose with the Board and are committed to creating a sustainable Society for all. We will create financial, human and environmental sustainability. Our environmental sustainability will focus on preventing pollution, reducing waste, lowering carbon emissions, and minimising our use of natural resources.

**Our Board of Directors** has ultimate accountability for managing our environmental impact.

**The Management Executive** is accountable for enabling Environmental Management.

**The Leadership Team** is responsible for implementing Environmental Management through the management line and ensuring all colleagues adhere to all environment related procedures.

**The Energy & Environment Lead** provides Environmental Management advice to the Society.

**Every Colleague** is responsible for helping the Society manage and reduce its environmental impact as outlined below.

Some key activities which help to ensure we manage and reduce our impact on the environment include:

1. Complying with relevant legal duties;
2. Complying with industry standards;
3. Establishing objectives and targets for improvement through our vision and strategy;
4. Maintaining appropriate consultation and engagement with colleagues and other stakeholders;
5. Identifying and managing hazards;
6. Assessing risk; and
7. Periodically reviewing policies and procedures to ensure continuous improvement.

Central England Co-operative believes that protecting the environment is integral to the long-term sustainability of the business and recognises that our business operations have both a direct and indirect impact on the environment at a local and global level. We acknowledge a responsibility to protect the environment and promote awareness and best practice to our employees, members, customers, suppliers and the community in which we serve.

I look forward to your continued support as we create a more environmentally sustainable Society for all.



Debbie Robinson

**Chief Executive**

June 2021

## Environment Policy

### 2. Governance

This section outlines the Society's governance framework aimed at providing assurance of the effectiveness of our environmental policies and compliance with key controls. It is broken down into the following four sections:

#### 1. Policy Review

The Environment Policy, as well as supporting associated policies, are reviewed periodically by the Society Energy & Environment Lead to ensure adherence to current legislation.

#### 2. Testing of controls

**Compliance Audit Approach** – the Society has an agreed risk-based approach to periodic site visits and auditing aimed at assuring the effectiveness of key controls to maintain compliance with current legislation.

**Non-Compliance Reporting Procedures** – the Society has non-compliance reporting procedures in place to prevent the reoccurrence of incidents across its sites.

**Independent Internal Audit Review** – risk-based testing of compliance with policies and procedures as well as documented evidence of key controls.

#### 3. Reporting

**Sustainability Forum and Risk Management Committee Reports** - including specific environmental reporting, providing assurances of the current effectiveness of controls.

**Compliance Audit Reports** - detailing the effectiveness of controls across all areas of the Society. Outputs from individual audit reports are discussed with responsible site managers and summarised reporting is discussed with senior managers outlining evidence of good practice as well as areas of opportunity.

#### 4. Meetings

**Sustainability Forum** – regular meeting attended by delegated members of the Leadership Team, Energy & Environment Lead, Corporate Responsibility Manager and representation from across business operations, including Funeral, Food Retail and Distribution.

**Risk Management Committee** – quarterly meeting attended by the Management Executive and the Head of Risk and Compliance. The meeting is chaired by the Chief Executive.

### 3. Responsibilities

**The Executive and Leadership Team** are ultimately responsible for ensuring that Central England Co-operative Society has appropriate arrangements for meeting its environmental management responsibilities and objectives. The Society's Chief Executive is accountable to the Board for matters of environmental management, whilst the Sustainability Forum provides oversight of environmental performance as part of good governance.

**Regional Managers** within Retail and **Area Managers** within Funeral have responsibility for implementing the requirements of the Environment Policy and related procedures within their respective operations.

## Environment Policy

**All Managers, Supervisors and Team Leaders** will be aware of the relevant Society environmental standards that apply to their operational responsibilities, and know what they must do to achieve them. In particular, they must ensure that:

- All waste streams are minimised, stored appropriately, managed and disposed of using the Society's Waste Management Procedures.
- Site specific environmental obligations such as those detailed in environmental permits are understood and maintained appropriately.
- Premises, equipment and vehicles are managed efficiently to minimise energy and water usage, reduce pollution risks and maintain legal compliance.
- All environmental accidents or incidents are investigated appropriately and reported in a timely manner to the Facilities Management team, and escalated where necessary to promote environmental objectives.
- Relevant environmental management information is provided to colleagues, contractors and visitors.
- Colleagues are informed, trained and adequately-resourced to meet their obligations.

**All colleagues are responsible for minimising the Society's impact on the environment.**

In addition, you are required to:

- Support the Society and participate in the implementation of the Environment Policy.
- Co-operate in the prevention of work-related environmental accidents.
- Follow environmental management instructions and procedures.
- Co-operate with environment related initiatives when required.
- Report environmentally damaging processes, practices, equipment or other environmental management concerns to a line manager.
- Report all environment related incidents and work related near-misses to a line manager.

### Environment Management Support

The **Energy & Environment Lead**, Corporate Responsibility Manager and the Facilities Management team support the Society through providing competent environmental management guidance.

Version Control

Version	Date	Author	Summary of changes
1	April 2015	Paul Garton	Initial Formal Issue
2	May 2021	Luke Olly	Reviewed and updated