EDP DRUG & ALCOHOL SERVICES
Sustainability Policy

1.0 Statement

1.1 EDP Drug and Alcohol Services recognise that as a provider of substance misuse services, with activities spread across a number of geographical areas and premises, our activities can have a significant impact (both positive and negative) on the environment. We are committed to improving our environmental impact by considering the lifecycle impact of products/services, incorporating the supply chain by the following principles:

- continually seeking to improve our environmental performance by developing an environmental management system to help manage, measure, monitor and report on our environmental performance
- complying with relevant environmental laws and other related requirements including those of The Environment Agency and the Health & Safety Executive
- assessing the environmental impact of our activities utilising a risk-based approach, and integrating environmental performance into our business strategy and organisational operations (incorporating environmental, social and economic criteria)
- reducing, where possible, consumption of goods and services, pollution and waste
- reducing, where possible, the use of energy, water and other resources
- communicating environmental aims and objectives to staff and other stakeholders
- raising service user and staff awareness of environmental issues, and good practices, encouraging them to proactively take action to address these issues in everyday life and at work
- encouraging suppliers and contractors to uphold similar environmental standards

2.0 Scope

2.1 This policy applies to all staff, trustees and volunteers within EDP and impacts on other stakeholders such as suppliers, contractors and partners.

3.0 Aims and Objectives

3.1 We will ensure the environmental policy is achieved by the following objectives:

- developing an environmental management system on a phase-by-phase basis (with reference to BS 8555 which will also provide a

way of working towards either ISO 14001 or the Eco-Management and Audit Scheme (EMAS) should this be pursued in the future)

- Demonstrating good corporate environmental management, by working to the defined set of principles of the policy which forms the basis for the EMS, and through which the environmental performance can be monitored, improved and controlled

4.0 Definitions

4.1 E.M.S: Environmental Management System - A framework, through which an organisation's environmental performance can be monitored, improved and controlled (and environmental impact reduced).

4.2 Environmental Strategy - A long term plan which states the organisational commitment, at all levels, to delivering a set of goals, objectives and performance targets which demonstrates the way in which the organisation embeds the principles of environmental management throughout the Trust to ensure that there is engagement and improvement in the process

4.3 Waste management - This applies to all waste disposed of other than liquid discharge to drain.

4.4 Water conservation - the consumption of water for clinical, industrial and domestic uses in properties. 3.5 Sustainability Meeting our needs today without compromising the ability of others to meet their needs tomorrow.

5.0 Responsibilities

5.1 The Board has a duty to oversee compliance with current legislation. An annual report relating to the sustainability performance of the organisation the board will approve the Sustainability Strategy and Plan and monitor its progress.

5.2 The CEO has overall responsibility for ensuring compliance with statutory regulations; providing guidance and promoting corporate citizenship.

5.3 The Director of Innovation and Growth is the organisational lead on the environment and sustainability. They are responsible for championing policy and procedure implementation and communication; E.M.S development (including setting of objectives and targets); integrating implementation of initiatives and action plans.

5.4 Executive Directors will ensure that the policy is implemented within their directorates and will review and maintain the implementation in conjunction with Senior Managers. They will also promote good

practice and the application of this policy to external stakeholders e.g. in purchasing, partnerships.

5.5 All Managers and Team Leaders shall make staff and services users aware of the policy and the value of their contribution to environmental and sustainability issues, in particular with relation to meeting our policy objectives at the local service level. They will also assist with awareness of our policy and promotion of good sustainability practice with other stakeholders e.g. purchasing.

5.6 All staff have a responsibility to protect the environment and be sustainable and are encouraged to actively to input into this policy and the development of our E.M.S.

6.0   Procedure

6.1 A risk-based approach will be used to identify priorities, support improvements and inform the Sustainability Strategy through the identification, evaluation and treatment of risk. Using this approach we will identify what we can put in place now, and plan for in the future, to increase the resilience of our economy, environment and society (refer OR11 Risk Management Policy).

6.2 In line with the Risk Management Policy,
- identify risk to the environment from EDP (and our supply-chain) such as Pollution Potential, Climate Change, Resource Depletion, Emissions, and Waste which may result in damage to our reputation, fines/prosecution or rising costs. Impacts on cost, time and quality Business risks
- risk to the organisation from the environment which may result in impacts on health, cost, time and quality Reputation, Legal compliance, Supplier failure, Heath impacts, e.g. air   quality and respiratory disorders, Quality of working environment

6.3 We endeavour to improve our environmental impact by reducing use, minimising/rethinking requirements, reusing if possible, repairing where practical, and recycling where possible. In our endeavours to improving our environmental impact consider areas including - Energy, Water, Paper, Office Supplies, Transportation, Maintenance, Cleaning Material and Waste, Culture.

6.4 Our Strategy will be moved forward and embedded in practice by defining aims and objectives determined through the risk analysis (detailed in the EDP *Environmental Strategy and Plan*. The guiding principles for the Strategy are to:

6.5 Reduce energy consumption through:
- effective use of equipment focusing on positive practice change

- considering energy efficiency, energy-use ratings and running costs when upgrading existing equipment
- maintaining Equipment appropriately
- managing heating, cooling and lighting with energy consumption in mind

6.6 Manage water usage efficiently through:
- reducing water usage
- effective equipment maintenance, repair
- efficiency when purchasing equipment

6.7 Manage waste by:
- utilising licenced and appropriate organisations to dispose of waste meeting legislative requirements including confidentiality when disposing of items such as paper, IT equipment and mobile phones
- reducing waste generation e.g. using reusable items rather than disposable ones with catering and in kitchens
- recycling where possible (e.g. waste items and replaced items such as office furniture) in line with our duty of care and other obligations
- consideration of the impact on the local environment and community
- considering waste implications when purchasing e.g. cleaning materials, office equipment

6.8 Manage hazardous waste appropriately by:
- correctly identifying hazardous waste
- using Consignment Notes and retaining 'certificates of destruction'
- registration with the Environment Agency as a registered or exempt waste carrier, (this relates specifically to needle exchange vans carrying used needles)
- comply with our duty of care for waste
- ensuring hazardous waste is transferred to a facility authorised to accept that type of waste
- ensuring local written instructions for storing and disposing of each type of hazardous waste available at each premises, and all employees and contractors must follow these instructions
- encouraging staff to research alternative materials and practices that do not produce, or produce less, hazardous waste

6.9 Reduce paper use by:
- minimising the use of paper in our operations
- increasing our efficiency with paper usage
- reducing use of packaging

6.10 Reduce transportation use by:
- encouraging staff to reduce use of personal car use in favour of public transport, car-share schemes and cycling
- promoting the use of alternatives to travel such as e-mail or electronic conferencing
- maintaining Needle Exchange Vehicles appropriately

6.11   Develop a positive culture by:
- involving staff in the implementation of this policy and utilise training and/or awareness raising activities to motivate individuals and increase understanding and application of good environmental practices
- encouraging staff health and wellbeing, whilst reducing their carbon footprint through the implementation of a travel plan to include walking, cycling, use of public transport, car sharing initiatives and home working
- working with suppliers, contractors and sub-contractors, where possible, to improve their environmental performance
- endeavouring to add social value through our environmental practise e.g. use local providers and suppliers where available to minimise CO2 environmental impact and add social value within our communities

6.12   Utilise business continuity management and planning to:
- address potential and actual disruptive events which may arise from environmental risks (including climate risks) that may be disruptive to the organisation

7.0   Audit & Review

An annual audit and review will be undertaken, delegated and overseen by the Director of Innovation and Growth, to ensure continuous improvement of our environmental objectives and/or targets and ongoing development of the E.M.S.

Policy Summary and Sign Off Sheet

<table>
<tr><td colspan="3" align="center">OR05 – Sustainability Policy

Version 3</td></tr>
<tr><td>Summary:</td><td colspan="2">Details EDP's policy on the Environment and Sustainability - the impact our activities & our organisational & individual responsibilities & approach to reducing negative impact & promoting positive impact.</td></tr>
<tr><td>Related Legislation:</td><td colspan="2">Environmental Protection Act 1995
Climate Change Act 2008
Energy Act 2010
Health & Safety at Work Act 1974</td></tr>
<tr><td>Related Policies:</td><td colspan="2">OR11 - Risk Management Policy
OR14 - Quality Management Policy
HS01 - Health & Safety at Work Policy
HS09 - General Housekeeping & Hygiene Policy
P14 - Needlestick Injuries Policy
P10 - Viruses and Bacterial Infections Policy
HS02 Risk Assessment Procedures Policy</td></tr>
<tr><td>Equality Impact Assessment</td><td colspan="2">Completed - No impact</td></tr>
<tr><td>Privacy Impact Assessment</td><td colspan="2">-</td></tr>
<tr><td>Next Review Date:</td><td colspan="2">Jan 2018</td></tr>
<tr><td>Approved by (Sponsor):</td><td>Director of Innovation & Growth</td><td>Date: 25 Jan 2016</td></tr>
<tr><td>Ratified by:</td><td>Clinical Governance Sub Committee</td><td>Date of meeting: 5 July 2016</td></tr>
<tr><td>Date issued:</td><td colspan="2">July 2016</td></tr>
<tr><td>Author:</td><td colspan="2">Simon King</td></tr>
<tr><td>Reviewers/contributors (Title):</td><td>Sue Dormer (Quality & Performance Manager)</td><td>Date: Jan 2016</td></tr>
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Version Control

Change Record

Date	Author	Version	Page	Reason for Change
February 2012	Simon King	1	All	New Policy
Sept 2014	Susan Dormer	2	All	Standard review
Jan 2016	Susan Dormer	3	All	Review – emphasised risk-based approach & made specific mention of importance of BCP to sustainability.

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