

Sustainability and Environmental Policy

As an environmental research organisation, IEEP UK considers it essential that it is aware of the environmental implications of its day-to-day activities. IEEP UK fully recognises its responsibility to reduce greenhouse gas emissions and the need to strive to make sustainable practices and a high level of environmental awareness accepted norms.

Impacts

IEEP UK's most significant environmental impacts are:

- Emissions into the atmosphere from the use of carbon-based energy in offices (if and when working from an office), staff members homes (when home working) and fuel consumed in transport, with work-related travel being the main environmental impact.
- Consumption of resources by the use of raw materials, office supplies and furniture.
- Production of waste materials, and
- The environmental performance of IEEP UK's suppliers and partners.

Objective

IEEP UK's aim is to continually improve its environmental performance through minimising resource consumption, reducing waste, reusing and recycling materials, and considering a commitment to sustainable practices when choosing suppliers and partners.

IEEP UK works to identify environmental risks and opportunities, to detail those and then find ways to mitigate risks and act on the opportunities. Wherever possible, IEEP UK documents evidence of its environmental performance such as internal reviews and evaluations and, at all times, takes into account actions that are commensurate with the size of the organisation.

The following outlines how IEEP UK addresses its different impacts:

Transport

- IEEP UK is committed to reducing the total amount of travel. IEEP UK has recently moved to a fully virtual office environment which has had a significant impact on reducing emissions through travel and the dis-continued use of a full-time office in central London.
- IEEP UK encourages the use of available low impact travel for any daily home-work commuting.
- Train travel is strongly preferred over other modes of longer distance transport and is used exclusively on many of the key routes used by staff, e.g. within the UK and mainland Europe.

The Institute for European Environmental Policy London, trading as IEEP UK, is a registered charity in England and Wales, No. 802956 and UK registered company, No. 02458951. Its registered office is at:
24 Old Bond Street (3rd Floor)
London, W15 4AP, United Kingdom
Enquiries can be made at: enquiries@ieep.eu

Energy use

Keep energy use to a minimum by doing the following:

- Purchase low-energy equipment, particularly computers and other related equipment.
- Turn all equipment off when not in use.

Paper use

As a policy studies institute, much of IEEP UK's work involves the generation of reports or other potentially paper-based outputs. Similarly, IEEP UK receives many printed books and reports and maintains a small paper-based library and archive. Recognising the material, energy and pollution impacts of paper creation and use, IEEP UK's policy is:

- Minimising paper usage, primarily through the increasing sophistication of electronic document creation, exchange and archiving.
- Re-using paper wherever possible.
- Using 100% recycled paper for all paper documents including general printing, copying and graphic paper, and printed publications. In doing so, IEEP UK follows Government guidance¹.
- Recycling all paper when not reusable.
- Stopping unwanted material being sent to IEEP UK via mail.

IT equipment

IEEP UK endeavours to purchase sustainable ICT equipment for its staff offices in keeping with the Government sustainability procurement standards for office ICT equipment²; its policy is to purchase:

- Energy efficient computer monitors, desktop computers, inkjet multi-functional devices, inkjet printers, laptop computers, laser printers, scanners and workstations.
- Computer monitors, desktop computers, inkjet multi-functional devices, inkjet printers, laptop computers, laser printers, scanners and workstations which are sustainably manufactured in terms of the plastics and chemicals used to produce them.

Office / home based practices

As for the remaining office supplies, equipment and good practice, IEEP UK's policy is to:

- Re-use office supplies (folders, envelopes, etc.) as long as they remain fit for their use.
- Recycle materials, including toner cartridges, glass, etc.
- Arrange regular servicing of machinery to ensure operation at maximum efficiency, and minimal adverse impact.
- Try to minimise the use of supplies.

¹ <https://www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-paper-and-paper-products>

² <https://www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-office-ict-equipment>

- Favour purchasing environmentally friendly products.
- Favour purchasing Fair Trade and / or ethically produced products.
- Vegetarian and/or vegan catering options are standard at events IEEP UK organises and food waste is reduced as much as possible.
- Maintain staff awareness and involvement with regular in-house debates on current environmental issues.
- Require partners, whose services we use and pay for, to commit to the same or equivalent environmental and sustainability policies.

Commitment

To deliver this Sustainability and Environmental Policy, IEEP UK is committed to doing the following:

- Keep improving its environmental performance and measure progress regularly; to review targets and environmental performance indicators and maintain involvement at every level of the organisation.
- Actively communicate this commitment to partners, suppliers and stakeholders.
- Inform and educate staff regarding the environmental effects of their activities and require the staff to read and comment on this policy.
- To reduce the size and impact of IEEP UK's paper-based archive and to digitise wherever possible paper-based documents.
- Comply with relevant environmental legislation and keep up to date with the developments in sustainable practices. In addition, IEEP UK strives to follow Government guidance on procurement: <https://www.gov.uk/guidance/public-sector-procurement-policy>.

END