Sustainability Operating Procedure

# Policy Name

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| Purpose of policy | What are you trying to achieve? What risk are you trying to mitigate? | |
| Scope | What does this policy cover?  *e.g. the whole office, one department, one location* | |
| Responsibilities | Who is responsible for ensuring the policy is followed, reviewed and updated?  *e.g. environmental officer, procurement officer, office manager* | |
| Compliance obligations | Does this procedure help to meet license requirements or other specific legislative requirement? | |
| Objectives | What objective are you trying to achieve?  *e.g. prevent oil spills, reduce general waste production, improve fuel efficiency of the fleet* | |
| Targets | What are the targets and when do you want to achieve them?  *e.g. reduce general waste production by 90% in three years, upgrade fleet to electric vehicles by 2025* | |
| Procedure | Outline the risks caused by this aspect  Outline opportunities  List a step by step procedure on what will be done to minimise the risks. | This section could have dates allocated to achieve steps along the way |
| Review | Specify a policy review date. | |

**Registration of change**

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| **Date of change** | **Description** | **Sections concerned** |
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