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 aspectOutline 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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