



Office Environmental Policy

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Applies to

All Motability employees and contractors

Policy Statement

Motability recognises the importance of and are committed to minimising the environmental impact that our office activities have. The schemes environmental policy can be viewed separately upon request.

You should read this policy in conjunction with our environmental statement of intent, the health and safety at work policy and our corporate social responsibility policy.

This policy has been written and will be applied in line with Motability's Core Values. Motability, at its discretion, may vary this policy from time to time.

Employer Responsibilities

Motability will ensure that as an organisation we:

- Comply with all relevant environmental legislation and associated regulations.
- Regularly review the environmental impact of our office activities on the environment and work towards reducing this impact.
- Involve employees in our office environmental programme
- Provide the necessary training to relevant members of staff to enable them to perform their environmental duties

- Compile a continuous improvement plan for office environmental performance.
- Work with our third-party suppliers to ensure that they have acceptable environmental policies in place and that they meet minimum legal compliance.
- Use recyclable and renewable materials where possible.

Employee Responsibilities

Motability employees are expected to:

- Adhere to this policy and any associated procedures.
- Be mindful of the impact that their activities are having on the environment and look to reduce this if possible.
- Check the environmental policies of any third parties used to ensure that they are meeting minimum requirements.

Environmental Responsibilities at Motability

Director

The Director has the overall responsibility within the organisation for ensuring compliance with regulations related to environmental management.

Head of HR

The Head of HR acts as the nominated person for environmental management on behalf of the Executive Team.

Facilities Manager

The Facilities Manager acts as the responsible person for environmental management within the organisation. They will:

- Ensure that Motability's standards are legally compliant.
- Ensure that training is undertaken for employees in relevant roles.
- Advise on environmental matters referring to external consultants if required.
- Implement a continuous improvement plan ensuring that the actions from this are reported to relevant stakeholders.
- Implement office environmental policies ensuring that they comply with current legislation.
- Communicate arrangements in place for environmental management, policy and performance to employees, contractors, suppliers and others who may be affected by our activities.
- Employ competent persons to environmental roles.
- Arrange regular audits to be undertaken to assess our office environmental management.
- Work with Warwick House and Unit Three managing agents on environmental issues.
- Manage the continuous improvement plan.
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Motability Facilities Team Members

As requested by the Facilities Manager members of the Motability Facilities team will undertake the day to day responsibilities of environmental management at the Motability offices and will:

- Conduct reviews of our environmental management making recommendations for change.
- Understand the requirements of environmental legislation applicable to the activities of Motability.
- Liaise with relevant parties and specialists as and when appropriate.

Training

All employees will receive adequate information, instruction and training relevant to their role and responsibilities. The Facilities Manager will have an IEMA Foundation certificate in environmental management.

Training will be updated at regular intervals and whenever required by changes to legislation or working practices.

Corporate Social Responsibility

Please refer to our corporate social responsibility policy to find out further information on how environmental management fits into our corporate responsibility strategy.

ESOS

The Energy Savings Opportunity Scheme (ESOS) is a mandatory energy assessment scheme for organisations in the UK that meet the qualification criteria. The Environment Agency is the UK scheme administrator.

Motability qualifies for this assessment under the balance sheet criteria, the assessment for phase two of the scheme has been completed, with confirmation of compliance submitted to the environmental agency.

The next ESOS assessment deadline is 5 December 2023.

Audit and reviews

Motability will commission a full audit of our office environmental activities every three years, with progress reviews being completed by the Facilities Manager annually. Full copies of these audits and reviews will be available for staff on Pulse.

Raising Concerns

If you have any concerns regarding the way that Motability manages its office environmental impact or you witness an incident that you feel may impact the environment, this needs to be reported immediately to the Facilities Manager or Facilities Operational Team Leader who can complete a full investigation.

Record of Amendments to this policy:

| Revision | Amendment | Date |
|----------|--|---------------|
| 1 | First Issue | March 2018 |
| 2 | Changes to the draft to ensure this relates only to office activities | April 2018 |
| 3 | Changes to Job role titles | May 2019 |
| 4 | Changes to roles and responsibilities removing projects and contractors co-ordinator role. | May 2020 |
| 5 | ESOS details updated | February 2021 |
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For further information regarding this policy, please contact the Facilities Department.

Author: Facilities
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