

PROUD TO BE BUSY

Environmental Sustainability Policy and Action Plan



Case-UK
Part of The BUSY Group

1. Policy Statement

CASE-UK C.I.C is committed to minimising the environmental impact we have on the environment resulting from the delivery of our business. CASE-UK C.I.C is committed to ongoing sustainable development, ensuring that a more sustainable future is delivered, for the benefit of current and future generations.

We will commit to sustainable development by improving management of resources, increasing knowledge, and developing sustainable cultures in conjunction with all our stakeholders.

CASE-UK C.I.C aims to:

- Pro-actively manage activity to reduce the organisation's carbon footprint
- Support cultural change through increased organisational knowledge of sustainability issues
- Consider wider environmental impact of the procurement of goods, buildings, services and fuels, considering the balance of sustainability and cost
- Continually consider changes to improve environmental sustainability
- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness.

2. Strategy

In order to develop this policy, we will implement a range of approaches to improving sustainability.

CASE-UK C.I.C aims to:

- Implement practices to reduce the use of scarce resources; increasing recycling, and reduce waste
- Endeavor to comply with environmental best practice and legislation
- Adopt best practice in the development of new facilities
- Reduce consumption of energy and water
- Reuse hardware where possible

3. SUSTAINABILITY ACTION PLAN

4. Introduction

This action plan supports the delivery of CASE-UK C.I.C.'s Environmental Sustainability Policy. Its purpose is to set out the key areas in which the organisation will seek to improve its environmental performance through practical actions, monitoring, and review.

CASE-UK C.I.C. aims to operate in a way that is resource-efficient, responsible, and proportionate to the nature and scale of the organisation. Sustainability is not limited to recycling alone; it includes reducing unnecessary consumption, making better use of resources, improving awareness, and building environmentally responsible working practices over time.

This plan concentrates on six key areas of operation under which CASE-UK C.I.C's environmental policy will be developed alongside accreditation of the Green Dragon Standard Level 2:

- Waste and Recycling - using less scarce resources and recycling
- Water – using less, reducing leaks, reducing bills
- Energy – using less gas and electricity, focusing on cleaner alternatives

- Estate – developing the estate to improved operational performance
- Travel – reducing unnecessary trips, incorporating sustainable alternatives
- Procurement - environmental considerations within the supply chain.

These areas have been identified as the most relevant to the organisation's current operations and provide a practical framework for continuous improvement.

5. WASTE and RECYCLING

6. Objective:

To improve resource efficiency and reduce the environmental impact associated with paper use, office waste, and disposal practices.

7. Targets:

- Achieve a 30% reduction in total paper consumption over five years.
- Ensure that paper purchased contains at least 70% post-consumer recycled content by June 2027, where reasonably practicable.
- Provide appropriate recycling and waste disposal arrangements across CASE-UK C.I.C. premises.
- Increase the proportion of waste materials recycled by June 2027.
- Make double-sided printing the default wherever equipment permits by June 2027.
- Recycle ink and toner cartridges wherever suitable collection arrangements are available.
- Promote the recycling of cups, drinks cans, food waste, and other routine office waste where facilities permit.
- Reuse or recycle obsolete hardware and other equipment wherever feasible and secure to do so.

8. ENERGY

9. Objective:

To improve energy efficiency and reduce emissions associated with electricity and fuel consumption.

10. Targets:

- Work towards becoming a carbon-neutral organisation by June 2050, subject to resources, operational feasibility, and external dependencies.
- Review opportunities to increase the proportion of energy derived from renewable sources by June 2027 where this is within the organisation's control or influence.
- Improve the energy efficiency of CASE-UK C.I.C. operations by reducing unnecessary use of electricity, heating, and equipment.
- Develop and maintain an approach to energy purchasing and energy use that supports sustainability objectives.

11. Premises

12. Objective:

To improve the environmental performance of the premises used by CASE-UK C.I.C. and to support sustainable use of buildings and workspaces.

13. Targets:

- Consider environmental sustainability when reviewing premises, facilities, and workspace arrangements.
- Identify reasonable opportunities to improve the sustainability and efficiency of existing accommodation.

- Where relevant to future premises decisions, consider energy performance, efficient use of resources, accessibility, and environmental impact.
- Work with landlords and service providers, where appropriate, to support improvements to environmental performance within occupied premises.

14. TRAVEL

15. Objective:

To reduce the environmental impact of business travel while maintaining effective service delivery and operational needs.

16. Targets:

- Review business travel arrangements and identify opportunities to reduce unnecessary travel by June 2027.
- Promote the use of video conferencing, telephone meetings, and other remote working tools where appropriate.
- Consider sustainable travel options, including public transport, car sharing, cycling, and journey planning, where operationally suitable.
- Keep organisational travel practices under review to support both environmental sustainability and service delivery requirements.
- Review any organisation-controlled vehicles or transport arrangements for environmental impact, where applicable.

17. PROCUREMENT

18. Objective:

To reduce the environmental impact of purchasing decisions by considering sustainability alongside cost, quality, and operational need.

19. Targets

- Review current procurement practices and identify opportunities to strengthen environmental considerations in purchasing decisions.
- Consider the environmental impact of goods, services, and suppliers as part of procurement and contract review processes, where proportionate.
- Develop a sustainable procurement approach aligned with organisational working practices by 2027.
- Embed sustainable procurement considerations into relevant documentation, supplier arrangements, and purchasing practices.
- Provide appropriate awareness or training to managers involved in procurement and purchasing decisions.

20. Monitoring and Evaluation

CASE-UK C.I.C. will monitor implementation of this policy and action plan to assess progress, identify areas for improvement, and support accountability.

This will include, where appropriate:

- Periodic reporting to senior management and/or the Board;
- Review of relevant performance measures and progress against agreed targets;
- Consideration of feedback from employees and other relevant stakeholders; and
- Periodic review of whether the actions within this plan remain realistic, relevant, and proportionate to the organisation's activities.

Targets and actions may be revised over time to reflect changes in the organisation's operations,

premises, resources, legal obligations, or good practice.

21. Implementation

CASE-UK C.I.C. will implement this policy and action plan through normal organisational governance arrangements and day-to-day management practices. The organisation will communicate the policy to employees and relevant stakeholders and will keep it under review to ensure it remains accurate and effective.

Successful implementation will depend on practical action, ongoing engagement, and a shared commitment to improving environmental performance over time.