



Parliamentary
and Health Service
Ombudsman

PARLIAMENTARY AND HEALTH SERVICE OMBUDSMAN

Environmental Policy
April 2013

Environmental Policy Summary

1 Policy Statement

- 1.1 PHSO recognises that we have an impact on the environment. As part of our Corporate Social Responsibility our aim is to reduce the environmental impact of our business and operate in an environmentally responsible manner.
- 1.2 We will do this by engaging with senior management to assist in promoting a culture whereby everyone is encouraged to take an active ownership in the environment and embed this into working practices.
- 1.3 We will ensure that we comply with or exceed the requirements of current environmental legislation, such as the Environmental Protection Act (1990) and all relevant regulations in order to follow best practice.

2 Purpose and Scope

- 2.1 This document sets out our objectives for managing environmental issues within PHSO and who is responsible for delivering them.
- 2.2 This policy covers key environmental matters related to working for PHSO.
- 2.3 This policy applies to our people, visitors and contractors working in our offices.

3 Key Principles

- 3.1 PHSO's Environmental Policy sets out the policies, standards and principles we follow to ensure that our environmental impact is minimised and that best practice is followed.
- 3.2 We will therefore:
 - Do everything practicable to ensure our impact on the environment is minimised;
 - To continue to review ways in which we can reduce our carbon footprint;
 - Balance effective environmental controls and counter-measures with the business needs of the Office;
 - Be flexible and pragmatic where possible;
 - Be cost effective and simple in delivery;
 - Promote a culture where environmental issues are recognised and addressed;
 - Conduct audits and reviews of our environmental arrangements to ensure compliance with procedures, and address any non-compliance as appropriate.

4 Policy and Guidance Objectives

- 4.1 The key objectives of the policy and guidance are to:
- 4.2 Assess our organisational activities, processes and procedures and identify areas where we can minimise our environmental impact;

- 4.3 Encourage recycling of waste and re-use of resources;
- 4.4 Minimise travel between our offices by encouraging alternatives, such as using video conferencing for meetings;
- 4.5 Minimise use of resources and waste, to include energy, office supplies, emissions and water in order to conserve supplies and reduce our consumption of natural resources, especially where they are non-renewable;
- 4.6 Support and comply with or exceed the requirements of current environmental legislation and codes of practice;
- 4.7 Model best practice in environmental issues;
- 4.8 Maintain a culture which recognises the benefits, importance and value of good environmental practices; and
- 4.9 Define clear responsibilities for managers and staff.

5 Outcomes

- 5.1 Once fully implemented and embedded this policy will deliver the following outcomes:
- 5.2 High awareness of environmental issues and responsibilities among staff and contractors;
- 5.3 A culture which seeks to actively minimise our environmental impact;
- 5.4 Procurement of goods and services that take into account environmental concerns where practicable;
- 5.5 Clear reporting of environmental performance on an annual basis to include a summary in PHSO's annual report;
- 5.6 Full compliance with relevant statutory obligations.

6 Monitoring and Review

- 6.1 Service Delivery will review and update this policy every two years in consultation with stakeholders where necessary or more frequently if there are legislative or organisational changes that affect our environmental commitments.
- 6.2 Service Delivery will monitor environmental performance and energy consumption yearly and publish the results. Finance are responsible for summarising the overall position in our Annual Report.
- 6.3 The Interim Executive Director of Business Transformation is responsible for ensuring that the policy is implemented.
- 6.4 However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.
- 6.5 Service Delivery will seek feedback from staff and other stakeholders so that commitments are met and changes are made positively to ensure compliance.