



**360 Vision, Unit 7, Seymour Court, Manor Park  
Runcorn, Cheshire, WA7 1SY  
SUSTAINABILITY POLICY  
Version Issue 1.0 – 22 June 2021**

Prepared by Debbie Howell, health and safety consultant, Lighthouse risk services LLP

**1. REVIEWERS AND APPROVERS**

Name	Position	Signature on approval	Date	Version
Mark Rees	MD		30/6/21	1

**2. DISTRIBUTION**

This document has been distributed to:

Name	Date of issue	Version

**3. CHANGE RECORD**

Date and Author	Change record	Version number



#### 4. EXECUTIVE SUMMARY

The purpose of the sustainability policy is to outline 360 Vision's commitment to the environment and to put in place a methodology for increasing awareness and establishing continuous improvement.

The main elements and purpose of this sustainability policy is to: -

- Ensure that communications are clarified between managing director, directors, managers, and staff,
- Define what sustainability is as far as 360 vision is concerned and who is affected and why,
- Identify key roles and responsibilities,
- Define control measures and quality,
- Put processes in place to raise awareness and continuous improvement to minimise environmental impact.

#### 5. INTRODUCTION

The purpose of this policy is for 360 Vision to provide a report on its activities and other actions that may affect the environment.

The policy sets down the objectives of 360 Vision in relation to environmental management along with a continuous improvement methodology.

#### 6. AIMS, PURPOSE AND OUTCOMES

360 Vision will strive to protect, improve, and enhance the environment where possible. To assist this process 360 Vision have produced a Sustainability policy with the following aims and objectives: -

- **Energy** – minimise the use of energy and water at the premises in Runcorn.
- **Pollution** – identifying, adopting, and promoting technologies and reducing emissions of greenhouse gases within our property in Runcorn and community where we have a role.
- **Transport** – reduce social and environmental impacts arising from staff journeys, encourage home working and car sharing where possible.
- **Waste** – minimising waste through best practice environmental options by eliminating, reusing, reducing, and recycling where possible. Use of local companies to reuse old repairs customers do not want. Ensuring that there is no single use plastics.
- **Natural and built environment** – protecting, conserving, and enhancing the environment including landscape character, habitats and heritage and promoting biodiversity and local distinctiveness.



- **Environmental education** – raising awareness through staff training and targeted staff engagement programme.
- **Procurement and supply chain** – ensuring purchasing power is used to reduce negative environmental impacts and to improve the environmental standards of products and services used. Adopting practices which have the greatest contribution to sustainable development. Provide double checks on supply chain to ensure suppliers used also do not provide a negative environmental impact. Put in place SCIP programme with all suppliers to cover toxic chemical regulations. Uphold RoHS accreditation.

## 7. OBJECTIVES

- To ensure all environmental legislation appropriate is adhered to.
- To meet and where possible exceed targets for reductions in energy and greenhouse gas emissions as appropriate for operations.
- Develop and maintain an effective Environmental Management System to monitor continuous improvement in environmental performance.
- To minimise the impact of CO2 emissions from staff travel and concerning deliveries and collections from the Runcorn office with checks made on suppliers and contractors. Put together a Green Travel Plan. Refer to the [Green Travel Plan Best Practice Hub \(ccsbestpractice.org.uk\)](https://ccsbestpractice.org.uk) for guidance.
- Encourage staff to save energy, take part in waste initiatives using awareness material, by providing training opportunities and at induction.
- To ensure environmental issues are considered when purchasing goods and services and to work with suppliers who are environmentally responsible, by ensuring checks are put in place to assess before the supplier is utilised.
- To promote waste minimisation and reduce the amount of waste to landfill whilst maximising opportunities to reuse and or recycle in line with UK 2015 waste regulations. All dry recyclable waste produce should be segregated from general waste before being put out for collection at Runcorn.
- To recycle old camera components and parts and packaging.
- To discourage single use plastics.
- Minimise the distances that component parts have to travel.
- Remove all plastics from packaging.
- Where possible suppliers shall use sustainable methods of transportation.
- Continue to move towards cardboard inserts to replace current foam packing.
- Continue with RoHS accreditation
- Continue with SCIP programme ensuring all suppliers cover toxic chemical regulations.
- Put in place environmental management systems and provide continuous improvement methodology.



- To protect natural habitats through efficient use of resources and maintaining the Runcorn office building in a responsible manner. Ensure the landlord is informed of any environmental concerns with grounds surrounding the Runcorn office.


## 8. SUSTAINABILITY POLICY STATEMENT

360 Vision considers sustainable development to be an integral part of its commitment to ensure the health and wellbeing of the communities we serve. 360 Vision contain the environmental impact of its activities to a practical minimum, and will in particular seek to: -

- Develop an integrated approach to managing corporate environmental, social, and economic impacts.
- Measure current performance and monitor continual improvement.
- Promote efficient use of energy and reduce targets for reduction of energy and greenhouse gas emissions at Runcorn.
- Develop plans to measure the short and long effects of climate change and develop appropriate management and mitigation solutions to remove or reduce these risks.
- Have regard for the environment when purchasing goods and services and promote suppliers whose environmental policies and practices are in accord with our own.
- Provide induction/refresher awareness material and ensure that all staff are aware of how they can contribute to 360 Vision overall performance.
- Promote waste minimisation and minimise the impact of promoting reuse and recycling where appropriate, using local companies to help utilise disposal.
- Protect natural habitats, through the efficient use of natural resources and reduce pollution to air, land, and water.
- Maintain RoHS accreditation.
- Continue SCIP programme with all suppliers to cover toxic chemical regulations.

Implementation of this Policy will only be achieved by securing the support of staff at all levels working for 360 Vision, through development, implementation and regular review of policies and procedures. 360 Vision will support relevant initiatives in the Runcorn Office and the community, aimed at improving the organisation's overall sustainability performance.

Signed for an on behalf of 360 Vision:-

  
\_\_\_\_\_  
Managing Director, Mark Rees

\_\_\_\_\_  
1/7/2021  
Date



## **9. ROLES AND RESPONSIBILITIES**

The following arrangements have been adopted for ensuring all aspects of the Sustainability Policy are complied with:

### **MANAGING DIRECTOR**

- Has ultimate responsibility for sustainability issues and the management of this Sustainability Policy.
- Shall ensure adequate resources are provided in order to meet sustainability compliance requirements.
- Shall appoint a director and manager to assist in execution of these responsibilities and manage performance.

### **DIRECTORS**

- Specific responsibility for overall sustainability strategy and ensure Managing Director is kept informed.
- Consult with operations manager to ensure Sustainability Policy is being applied and understood across all areas of 360 Vision.
- Monitor activities at least annually with regard to sustainability initiatives and activities.
- Ensure adequate financial provision is made for ensuring environmental compliance, staff training etc.
- Ensure Sustainability Policy is reviewed on a regular basis, engaging with Lighthouse Risk Services as required.

### **OPERATIONS MANAGER**

- Directly responsible for the day-to-day management of sustainability throughout 360 Vision operations and to keep the Directors informed.
- Familiarise themselves with the Sustainability Policy and ensure that compliance is achieved at Runcorn in activities under their control.
- Participate in reporting and local initiatives as required by 360 Vision in order to maintain continuous improvement.

### **STAFF**

- Shall familiarise themselves with the Sustainability Policy and ensure that they are compliant. Participate in local sustainability initiatives.



Page 6

#### **10. COMMUNICATIONS**

The Sustainability Policy will be communicated to staff at Runcorn and added to the 360 Vision website.

#### **11. QUALITY IMPROVEMENT**

The Sustainability Policy will be reviewed every two years or more often if there are changes to circumstances or National Legislation.