

Environmental Policy

Title:	Environmental Policy
Reference:	MF-POL-069
Issue:	1
Document owner:	Joanna Potter Deputy company secretary
Authorised by:	Alice Colban Deputy chief executive and chief operating officer
Date:	18 February 2022

Document control

- 1. Superseded documents:**
None, this is the first issue
- 2. Changes made**
None
- 3. Changes forecast**
Identification of key performance indicators and improvements to ensure compliance with ISO14001.

Non-sensitive

This document becomes **UNCONTROLLED** if printed or when held in any other location other than the QMS or ISMS

1. Introduction

Our environmental policy outlines Jisc's commitment to continually improving our environmental performance and minimising the environmental impact of our corporate activities.

As a digital organisation, our main outputs are digital solutions rather than tangible products. This means our main environmental impact is our energy use. We do however acknowledge our environmental impact from other activities such as office operations, network assets and travel. Jisc is committed to preventing pollution and to ensuring responsible use of resources to protect the environment. By providing digital solutions for our members, such as cloud-based services, video-conferencing and online research and learning resources and services, we also support our members to deliver against their environmental priorities through reducing travel. However, the focus of this statement is on our internal organisation and not our member-facing services. We will actively participate in audits of our environmental activities and address any recommendations to improve our environmental performance.

This policy is reviewed at least annually by senior management to ensure it remains aligned with Jisc's environmental efforts and objectives. This policy has been written with reference to ISO14001: 2015 and will be developed further with the intention of fully meeting the requirements of this standard.

2. Scope

This policy applies to all individuals working for or on behalf of Jisc or any Jisc Group Company in any capacity. It also applies to trustees and members of board committees. It can be shared as required with suppliers, for example as part of environmental credential checks for procurement processes.

3. Environmental targets, objectives and commitments

Jisc complies with all applicable environmental legislation and regulations, and we're taking proactive steps to incorporate and improve environmentally friendly processes in our organisation, so we actively and purposefully exceed regulatory requirements.

We have a strategic target to achieve Net Zero by 2040, with some aspects of our emissions achieving Net Zero by 2030. We'll be seeking to bring these forward wherever possible.

Our objectives are:

- To protect the environment through minimising the harmful impact of our operations (e.g. reducing our carbon emissions and other harmful pollution that may occur).
- To ensure we maintain good standards of environmental awareness in all areas under our direct control, including reviewing best practice processes for procurement and contract management to set high standards of environmental responsibility in our supply chain.
- To set a baseline of our carbon emissions by July 2022.
- To put in place plans to reduce the carbon impact of our operations (including member facing services) from an identified baseline to achieve Net Zero in line with, or earlier than, our strategic target.
- To include environmental awareness in all aspects of Jisc's work so that it becomes part of our business as usual and is factored into staff objectives where appropriate.

- As part of our drive to Net Zero, we will look at how our carbon off-setting programme can help us achieve our goals, though with carbon reduction as our priority. We already have 3,135 trees planted to begin to offset our carbon emissions created by our business travel.
- To encourage a culture where all staff consider their personal environmental footprint at work and during travel for business, by providing training, guidance and good practice through staff updates and other communication methods.

These objectives will be communicated to our employees, through our induction training and through this document. We will also monitor progress towards these objectives at senior management level, reviewing them annually in consultation with our employees and other interested parties.

Our commitments include:

- Setting key performance indicators across key areas including waste generation, energy usage and travel
- Reducing the creation of waste across our offices and minimising waste sent to landfill
- Responsible electronic equipment asset disposal which focuses on reuse, repurpose or recycling
- Prioritising environmental considerations in the design and implementation of office refurbishments and a factor informing decision-making with regard to the Jisc estate.
- Supporting a number of energy saving and energy conservation strategies across our offices (e.g. lighting timers), including gathering and analysing data to find opportunities to reduce energy consumption across the Jisc estate.
- Using renewable energy (solar panels) where we own the building and actively lobby for the use of green energy suppliers in buildings with shared occupancy
- Use of eco-friendly alternatives to products used across our different offices (e.g. Fairtrade, Rainforest Alliance products).
- Reviewing our IT estate and ways of working to identify opportunities to reduce energy consumption
- Encouraging energy-saving through the sharing of good practice in the use of IT including emails and Zoom/Teams meetings
- Making Jisc events more sustainable by reviewing food options (including sources) and venue commitments to the environment
- Supporting the reduction of our employees' commuting carbon footprint by supporting hybrid contracts, digital collaborative solutions and a cycle to work scheme
- Raising awareness and inspiring staff to think about environmental issues by including updates on the activities of the Corporate Social Responsibility (CSR) working group via various channels and through internal awareness campaigns

4. Monitoring our Progress

Jisc will monitor progress against the objectives in this policy and will set key performance indicators to be achieved. These will be reported on and regularly reviewed by senior management and the CSR working group to ensure applicability and usefulness. The Audit and Risk Management committee and the Jisc board will receive bi-annual reports on progress with the CSR strategy.

Risks associated with climate change are included in our risk framework and these will be regularly reviewed, along with mitigation plans.

5. Roles and responsibilities

Our commitment to the Environment is detailed in our **CSR Strategy** which has been approved by the board.

An implementation plan for our environmental plans is overseen by our CSR working group. The group includes members from a range of teams across the business, along with representatives from our employee representative groups. The group plays a key role in reviewing and providing feedback on the implementation and effectiveness of our Environmental policy and its supporting practices.

The group are accountable to the chief executive and in turn, the board. The deputy chief executive and chief operating officer has day-to-day responsibility for oversight of Environmental matters, with support from the Governance and Facilities teams.

5.1 The board are responsible for:

- i. Agreeing a CSR strategy and associated strategic targets (including but not limited to Net Zero targets)
- ii. Overseeing progress with the delivery of the CSR strategy and holding the organisation accountable for progress.

5.2 The Governance and Facilities teams are responsible for:

- i. Meeting compliance and reporting requirements applicable to Jisc
- ii. Explaining the Environmental policy and taking steps to positively promote it and to ensure that all staff are fully aware of this policy and related procedures.
- iii. Providing support and guidance to employees, managers and relevant third parties.
- iv. Being responsive and supportive to any individual who highlights an issue of concern and providing full and clear advice on any necessary actions.
- v. Seeking advice from relevant departments and outside providers as necessary.
- vi. Monitoring and updating this policy as necessary.

5.3 Individuals are responsible for:

- i. Ensuring that they read, understand and comply with this policy.
- ii. Raising any concerns or suggestions for actions that could be taken to improve our approach.
- iii. Building environmental considerations into decision-making processes.

5.4 Line managers are responsible for:

- i. Raising awareness of this policy.
- ii. Discussing any questions raised by team members and directing individuals towards this policy.