

Journey to Net Zero Action Plan 2024/25

1. Governance/Leadership

- Ensure full commitment of Board of Directors in Strategic Direction.
 - Include Environmental Policy as an Agenda item at the next Board Meeting. Presentation of Draft Action Plan and SMART targets to Board.
 - Board debate and agree Environmental Policy, Action Plan and SMART targets.
 - Review Policy, Action Plan and SMART targets annually and improve.
- Achieve ISO 14001 Environmental & ISO 9001 Quality Management Accreditation.
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2. Carbon Production

- Reduce carbon footprint.
 - Commission technical help to measure CO₂ baseline output for scope 1 and scope 2 emissions.
 - Ensure 3rd party external verification of baseline emissions.
 - Agree science-based targets for scope 1 and 2 emissions for 2030 and 2040/2050.
 - Commit to reducing scope 3 emissions.
 - Audit and assess performance regularly and report to Board at financial year end.
 - Disclose emissions annually. Share report publicly on website.
 - Agree a revised new year Action Plan with the Board at the beginning of each financial year.

3. Staff Awareness

- Incorporate environmental awareness into daily lives of staff. Seek full buy in from staff. Maximise impact by staff.
 - Provide awareness training for all staff.
 - Provide staff with Environment Policy and Action Plan.
 - Encourage suggestions from all staff.
 - Ensure the widest communication to all staff via emails, team meetings.
 - Adopt a switch off policy.
 - Encourage staff to embark on their own environmental awareness journey.

4. Waste and Recycling

- Maximise Recycling and minimise waste to landfill.
 - Provide separate bins for recycling in staff canteen.
 - Eliminate single use plastic. Glass beakers and water jugs instead of plastic.
 - Separate and bin recyclable materials.
- Eliminate potential contamination of landfill sites by end of life equipment, products or material.
 - Use dedicated waste management locations to segregate empty cleaning chemicals, toner, ink and any other containers. Review COSHH sheets to identify recommended disposal methods.
- Prevent disposal of print and toner cartridges to landfill.
 - Collect and return used print and toner cartridges.

5. Printers

- Maximise energy efficiency. Minimise resources - electricity, paper and ink.
 - Staff to only print in black and white and as necessary. Use electronic reports where possible.
- Reduce paper use.
 - Minimise printing, only print if necessary.
 - Set to black and white default.
 - Reduce paper reports to Board by giving members a choice to use electronic reports.
 - Technical advice from supplier to confirm maximum energy efficiency.

6. Paper

- Minimise paper from non-sustainable sources.
 - Use only recycled paper or paper from sustainable monitored resources Forest Stewardship Council or similar.
- Prevent all paper going to landfill.
 - Separate bin for recyclable paper.

7. IT equipment

- Maximise energy efficiency. Minimise electricity use.
 - Switch off when not in use - except server.
 - Seek maximum efficiencies in energy use. Technical advice to confirm maximum energy efficiency.
 - Purchase highest energy efficient equipment as replacement dictates.

8. Electricity

- Increase energy efficiency and reduce use of electricity.
 - Seek technical guidance on ways to increase efficiency and reduce use.
 - Ensure staff switch off all electric items and lighting when not in use.
 - Install signs to encourage the public and tenants to switch off when not in use.
 - Replace existing lights with LED at the Killyhevin site.
 - Replace existing lights with LED in the landlord area at Lackaghboy.
 - Replace existing lights with LED as fixtures fail in all areas.
- Reduce electricity usage.
 - Monitor electricity usage to confirm reduction in units used.
- Increase use of Solar PV.
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 - Seek technical help to review options and feasibility.
 - Prepare Action Plan for installation where feasible with SMART targets.
 - Expand Solar PV capacity where feasible and as directed by reports.

9. Suppliers

- Collaborate with suppliers to reduce value chain emissions from purchased products and services.
 - Share Environmental Policy with suppliers to influence supplier actions.
 - Where feasible, only purchase from suppliers who have Environmental Policy in place.
 - Request customers and suppliers to take action in line with the net zero ambition.
 - Where feasible, maximise use of green electricity/switch to a green tariff.
 - Office supplies, where feasible, only purchase from suppliers who have Environmental Policy in place.
 - Cleaning supplies, where feasible, only purchase from suppliers who have Environmental Policy in place.
 - Coffee. Evidence that it has not come from deforested or degraded land/traceability.

10. Heating/Oil

- Maximise energy efficiency. Minimise use of fossil fuels.
 - Use time controls to switch off and update setting, in keeping with seasons and working times.
 - Check and adjust thermostats, in keeping with seasons.
 - All boilers serviced regularly, in accordance with recommendations.
 - Encourage staff to report hot/cold areas, keep doors closed where possible and wear appropriate clothing.
 - Seek technical help to audit and review oil heating.

11. Travel

- Minimise the environment impact caused by staff travel.
 - Ask staff to minimise travel and car share, where possible.
 - Ask staff to use remote opportunities for meetings, where relevant.

12. Wildlife

- Promote biodiversity.
 - Seek expert guidance on feasible biodiversity.
 - Establish a wildflower area at Killyhevlin site.

13. Investments

- Collaborate with suppliers to reduce value chain emissions from purchased products and services.
 - Ensure, where feasible, that investment fund bodies and pension providers align with environmental practices.

14. Water

- Minimise water use and wastage.
 - Contact expert for guidance. Acquire technical guidance to minimise water use.

15. Offsetting

- Remaining hard to remove carbon emissions need to be neutralised to achieve Net Zero.
 - Remains as an Action Plan issue to be assessed.

16. Customers/Tenants - (engage)

- Collaborate with customers to reduce value chain emissions from purchased products and services.
 - Influence customers/tenants to reduce emissions by sharing our Environmental Policies.
 - Move to increased levels of renewable electricity supplied to some tenants, based on feasibility report.
 - Share pathway experiences with tenants, to encourage/challenge them to be more climate aware.
 - Provide guidance mentoring to tenants to assist their adoptions of positive climate action processes.

17. Environmental Legislation

- Ensure compliance.
 - Monitor environmental publications to keep abreast of changes and updates in environmental legislation. Include Action Renewables, Carbon Trust, and NIBusinessinfo, among others.

18. Wider Community

- Influence the wider community to be more environmentally proactive.
 - Share strategy and outcomes publicly on website.
 - Provide, within resources, guidance, mentoring, encouragement, as requested, to other businesses to assist their adoptions of positive climate action processes.

19. Environmental Impact of Hazardous Materials, Products or Chemicals

- Elimination of risks from hazardous materials.
 - Check that COSHH data sheets are available for all materials, toners, fuels, cleaning materials, and any other chemicals that are considered hazardous.
 - COSHH data sheets to be reviewed to identify potential environmental risks.

20. Leaks/Spillage of Hazardous Materials

- Minimise risk of leaks to the environment.
 - Minimise quantities of chemicals and other materials by organisation.
 - Refer to material safety data sheets and COSHH Risk assessment, for review procedures.
 - Ensure oil tank bunds are effective.

