Journey to Net Zero Action Plan 2025-2026

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 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 where relevant.
    - Maintain ISO 14001 Environmental & ISO 9001 Quality Management Accreditation.

2. Carbon Production
- Reduce carbon footprint.
    - 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 when required.
    - Provide staff with Environmental 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 Killyhevlin site.
  - 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.
  - Seek technical help to review options and feasibility.
  - Expand Solar PV capacity where feasible and as directed by reports.
  - Following installation of batteries for storage of solar generated power, continue to ensure these are fully operational.

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 settings, 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.

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.
  - Implement, where feasible recommendations from Technical Report on water usage.

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.
  - Share any information / posts of environmental strategies that tenants or clients have adopted.

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.