

Strategy Overview

1) To inspire organisations to reduce their impacts by being the leading authority in sustainable supply chains

How we will achieve this:

- To be the foremost sustainable procurement and ISO 20400 experts recognised by our clients and wider industry.
- The ongoing implementation of an Environmental Management System that complies with the requirements of ISO14001.
- By attracting, developing and retaining the best professionally qualified staff to deliver the very best service to clients.

2) To be a net zero carbon business by 2030, achieving a year-on-year reduction in our carbon emissions

How we are already on track to achieve this:

- Made a pledge to Net Zero and aligned to Science Based Targets to tackle greenhouse gas emissions within our organisation and our value chain.
- Committed to the SBTi companies taking action and agreed to reduce our carbon emissions by 46% by 2030 against our 2019 baseline year.
- Increased the delivery of all of our services to remote/virtual sessions – School, Consultancy and Tool.

How we will continue to achieve this:

- Encourage continued use of virtual platforms to deliver our services, blended with face-to-face engagements.
- Measure our annual carbon footprint, using our performance tool for our key aspects: office energy use, employee travel, business travel, delegate and courier transport for training and events.
- Engage staff, clients and stakeholders on our objectives, targets and progress.

3) To be a fair and inclusive employer

How we will achieve this:

- Publish our executive pay gap data on our website annually.
- Publish gender pay gap data on our website annually.
- Publish our diversity profile.
- Conduct regular staff EDI training.
- Continue to develop sector leading EDI resources to improve and raise the EDI bar with clients and require our own people to use those resources.

4) To uphold the highest standards of business ethics

How we will achieve this:

- A fully signed up member of the Living Wage Foundation .
- A commitment to paying suppliers in 30 days, and not “paid when we’re paid”.
- A commitment of transparency to clients which includes:
 - Being transparent about time and costs from the outset of a project.
 - Be transparent about our skills, competence and capacity to deliver projects to client satisfaction.

5) To organise all our training and events to the ISO 20121 standard

How we will achieve this:

- Wherever possible, run training and events virtually.
- Use a balanced scorecard approach to select the most sustainable venue available with suitable facilities to host the events we offer.
- Continue to host training and events throughout the UK to minimise delegate travel.
- Undertake due diligence checks on venues and operators for sustainability risks and opportunities.
- Specify sustainable options for catering and associated services.

6) To add value to the communities we work in.

How we will achieve this:

Local Outlook

- An ongoing commitment to employ an apprentice. Identify opportunities to work with local colleges to encourage young people into the sector and provide opportunities for work placements to young people.
- Where possible supporting SME and social enterprises:
 - Measuring and increasing the number of social enterprises we engage with, through procuring services or pro-bono work.
 - Ensuring sustainability built into procurement decisions
 - Demonstrated by our pension provider, event venue choices and office space provider.

Global Outreach

- Dedicate 2.5% of our revenue to our not-for-profit social enterprise sister company to spread knowledge on sustainable procurement.
- Dedicate pro-bono time and support to our not-for-profit social enterprise sister company to spread knowledge on sustainable procurement.
- Inspire businesses to become more sustainable by developing knowledge and providing businesses with free sustainability learning resources .

- To continue to develop knowledge and provide free sustainability resources (such as the www.ISO20400.org website) to wider industry, primarily through our community interest company.

Implementation Plan

The table below provides an outline of the responsibilities for implementing our Sustainability Strategy. An overarching part of the implementation will be to publicise an annual Sustainability Update which includes the following key performance indicators:

- Our Scope 1,2 and 3 carbon emissions;
- Executive pay gap data (%);
- Gender pay gap data (%);
- % of suppliers paid within 30 days;
- % of staff who are apprentices; and
- Spend on CIC (£).

Strategy Point	Team Member Responsibilities	What needs to be done
To inspire organisations to reduce their impacts by being the leading authority in sustainable supply chains	Accountability: Shaun Support: Helen and Mellita	<ul style="list-style-type: none"> • Identify opportunities to showcase knowledge, such as speaking at conferences or contributing to publications/media etc... • Consultants to be professionally qualified through CIPS, IEMA or equivalent • Consultants to have a personal learning log in Supply Chain Sustainability School and access 10 resources per annum • Other team members to access 6 resources per annum
To be a net zero carbon business and achieve a year-on-year reduction in our carbon emissions	Accountability: James Support: Imogen	<p>Understanding the Business' Emissions</p> <ul style="list-style-type: none"> • Annual analysis of carbon emissions by looking at the following for representative month of October through expenses reports: <ul style="list-style-type: none"> ○ Consultancy – employee travel ○ School – employee and delegate travel • Flight data assessed by looking at total miles in 1 year and dividing by 12 <p>Targets & Offsetting</p> <ul style="list-style-type: none"> • A year-on-year reduction of at least 7.5% of our GHG emissions compared to the previous year, in line with the IPCC recommendation, so that we can be a carbon neutral business, with robust offsetting.

		<ul style="list-style-type: none"> Net zero organisation by 2030 with suitable greenhouse gas removal schemes for the hard-to-decarbonise aspects of our organisational footprint.
To be a fair and inclusive employer	<p>Accountability: Ian</p> <p>Support: Sara</p>	<ul style="list-style-type: none"> Publish executive pay gap data Publish gender pay gap data Annual EDI training for all team members Team members to complete FIR e-learning modules Continue commitment to FIR in construction – investigate opportunities to speak at events and develop/market case studies to demonstrate benefits
To uphold the highest standards of business ethics	<p>Accountability: Shaun</p> <p>Support: Simon</p>	<ul style="list-style-type: none"> Maintain signatory to Living Wage Foundation % of supplier invoices paid in 30 days through analysis of spend data
To organise all our training and events to the ISO 20121 standard	<p>Accountability: Hilary</p> <p>Support: Events team</p>	<ul style="list-style-type: none"> Use of the existing ISO 20121 standard questionnaire to ensure sustainability of events
To add value to the communities we work in <i>Local Outlook</i>	<p>Accountability: Paul</p> <p>Support: Rosie</p>	<ul style="list-style-type: none"> Publicise % of staff who are apprentices Publicise % spend with SME and social enterprises Investigate opportunities to engage with local educational institutions
To add value to the communities we work in <i>Global Outreach</i>	<p>Accountability: Shaun</p> <p>Support: Carol-Ann</p>	<ul style="list-style-type: none"> Publish ASCIC accounts Update CIC projects quarterly on AS website Publish global case studies on AS website and www.iso20400.org

Action Sustainability is committed to the process of continual improvement and this strategy will be reviewed every 2 years, or sooner if deemed necessary.

Date of approval: 1st April 2018

Date of revision: 9th June 2022

Signed



Ian Heptonstall, Director