

Environmental Management Policy



1. Policy Statement

Monitor recognises that the delivery of its operations inevitably impact on the environment in a number of ways, for example, through the generation of waste and the use of energy for heating and lighting. Through a commitment to continuous environmental improvement, Monitor's aim is to ensure that our business operation is undertaken in such a manner as to have minimum impact on the environment.

Monitor believes that this commitment can best be delivered through the following policy objectives:

- ensuring that Monitor's legal duties, statutory obligations, internal policies and procedures are complied with at all times
- reducing our consumption of resources and improving efficiency in the use of these resources
- managing wastes generated from our operations according to the principles of reduce, reuse and recycle
- creating an environment which encourages staff to identify and participate in sustainability initiatives
- providing staff with sufficient training, instruction, information and supervision to develop and encourage environmental awareness
- setting measurable targets to assist with Monitor's goal of continuously improving its environmental performance

Monitor recognises that these environmental objectives can only be achieved through the commitment and cooperation of all Monitor staff. In practical terms this means a willingness of all employees to demonstrate a commitment to the achievement of our environmental objectives through the implementation of, and adherence to, this environmental policy.

David Bennett
Interim Chief Executive

May 2010

2. Introduction

Monitor believes that an essential part of reducing its environmental footprint is to understand the environmental impact of its operations. To this end it commissioned an environmental impact assessment by a third party in 2008 to:

- identify the main consequences of its activities on the environment
- confirm legal compliance
- assist with setting environmental performance targets

Having considered the environmental impact, together with the nature, operation and management of those impacts, the overall impact was considered LOW. However it identified opportunities for improving environmental performance which have formed the basis for Monitor's key areas of focus and performance targets (Section 4).

[The full version of the Environmental Impact Assessment is available to read on request from the Office\Facilities Manager].

This policy should be read in conjunction with the following documents on Monitor's intranet

- *Green Monitor*
- *Monitor's environmental performance and targets 2009/10*

3. Key areas of focus

The Environmental Impact Assessment has informed the environmental targets Monitor has set itself. For 2009/10 it has focused on the following key areas:

- energy consumption
- waste generation
- paper consumption

The following sections of this policy address:

- Monitor's environmental targets for 2009-2010
- responsibilities and operation controls
- our approach to communicating and consulting on environmental issues
- monitoring and measuring our environmental performance

The targets set can be summarised as follows:

Target	Action Plan
1. Reduce energy consumption <ul style="list-style-type: none">• reduce energy consumption by 3% in the areas over which Monitor has direct operational control	<ul style="list-style-type: none">• raising staff awareness to<ul style="list-style-type: none">○ switch off lights in meeting rooms when not in use○ switching PCs and monitors off at night/weekends
2. Reduce waste generation <ul style="list-style-type: none">• reduce the amount of waste Monitor sends to landfill from approximately 58% currently to 35%	<ul style="list-style-type: none">• removing individual waste bins• replacing them with centralised, recycling facilities.
3. Reduce paper use <ul style="list-style-type: none">• reduce the use of paper within the offices by 10%	<ul style="list-style-type: none">• raising staff awareness and encouraging staff to print only when necessary (especially larger documents)

Due to the fact that Monitor is a relatively new organisation, there is limited data available for previous years in some key areas and this the first time Monitor as an organisation has set environmental targets, they are aspirational in nature.

4. Environmental Objectives and Targets 2009-2010

Energy use	2008 Costs (£)	2008 kWh	2008 kWh/m ²	2008 CO ₂ /Kg/m ²	2008 CO ₂ /Kg/m ² /per person	Benchmark		2009 Target 2008
						Best Practice kWh/m ²	Typical kWh/m ²	
Monitor's electricity meters	22,070	269,145	244	107	1.18	267 ¹	420 ²	-3%

Waste generation 2008	Volume (kgs)	Volume kgs/per person	% Recycled	Benchmark		2009 Targets	
				Kg/per person	% Recycled	Kg/per person	% Recycled
General waste – black sacks	7,280 ^a	104	0	-	-	-	40
Paper – grey bins	3,330 ^b	47.6	100	-	-	-	100
Plastic bottles/cans – Recycle bin	830 ^c	11.9	100	-	-	-	100
Card board / packaging	780 ^d	11.1	100	-	-	-	100
Printer cartridges	200 ^e	2.9	100	-	-	-	100
Light bulbs	180 ^f	2.6	100	-	-	-	100
Total Waste	12,600	180	42.2	<200³	60 - 70⁴	170	65%

Paper usage	Total Reams	Total Sheets	Sheets / Employee	Sheets / Employee / Month	Sheets / Employee / Day	Typical Benchmark	Best Practice Benchmark
						Sheets / Employee / Month	Sheets / Employee / Year
2006	1750	875,000	15,283	1273	70	-	-
2007	1560	780,000	11,729	977	53	-	-
2008	1830	915,000	10,578	881	48	-	-
Target 2009	1647	823,500	9,520	793	43	900⁵	292⁶

5. Delivery

Monitor recognises that the delivery of improved environmental performance is a collective effort which relies on the commitment and effort of staff across the organisation. The following key areas of responsibility are:

Management level

The **Senior Management Team (SMT)** is responsible for:

- integrating environmental and sustainability considerations into the work of each Directorate

The **Office/Facilities Manager** is responsible for:

- establishing operational procedures and data gathering activities which will deliver the targets set out in this policy. In particular measuring and recording our environmental performance indicators and analysing these against objectives:
 - electric meters (monthly)
 - paper usage (quarterly)
 - waste disposal (quarterly)
 - waste recycling (quarterly)
 - review landlords electric and gas usage (annually)
- identifying, assessing and controlling environmental impacts arising out of discussions with staff and contractors
- ensuring environmental impact assessments and their subsequent objectives are reviewed where significant changes to Monitor's operations have taken place

Individual level

Employees are responsible for:

- following the principles of the Environmental Management Policy and any related guidance
- undertake their work with due regard for good environmental management notably in the following areas
 - switching off meeting room lights when not required
 - switching off PCs and monitors at the end of the day and weekends (unless given other instructions regarding IT maintenance)
 - reducing paper use by only printing when necessary
 - only using colour printing when necessary and for a final copy
 - utilising the recycling facilities.
 - using trains and tube for business travel as much as possible, especially within central London (keep the use of taxis to a minimum)
 - using videoconferencing facilities provided where appropriate rather than making business journeys
 - reducing dependency on couriers by posting in advance where possible

An organisation chart setting out the positions/levels within Monitor responsible for environmental performance is contained in Appendix 1

6. Communication and Consultation

Monitor's policy of communicating with employees on environmental issues is proportionate to the size of the organisation, the results of the environmental impact assessment and the extent of Monitor's financial and/or operational control to improve its environmental performance. The overall aim is to ensure collective participation in improving our environmental performance and in achieving our environmental targets and objectives as indicated in this policy.

Employees are provided with information on Monitor's environmental initiatives and performance in a number of ways including, but not limited to, induction, newsletters, circulars, Monitor's intranet, notice boards, and team meetings

7. Monitoring and Performance Review

Monitor is committed to a process of continually improving its environmental performance, so far as is reasonably practicable. It recognises that auditing is an essential component in measuring and validating the organisations compliance with legal requirements and its organisational objectives.

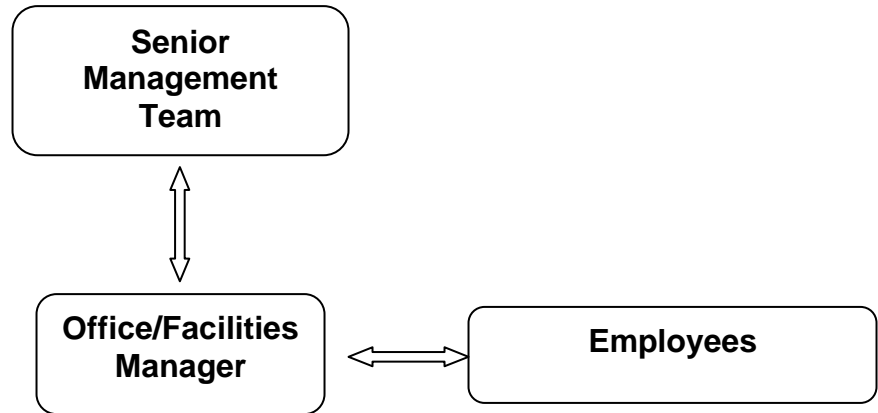
To secure these objectives:

- the Office/Facilities Manager will provide the Senior Management Team (SMT) with an environmental update annually which will include reviewing this policy and setting new environmental targets
- the Office/Facilities Manager will submit an annual report on environmental performance to the Board.
- environmental performance will be subject to review by Monitor's internal auditors at regular intervals to be agreed by the SMT. Monitor is committed to using audit results to improve its environmental performance

This policy was approved by the management committee in December 2008, updated in May 2010 and will be reviewed no later than December 2010.

Appendix 1

Organisation chart: responsibility for environmental performance



Appendix 2

Benchmark References:

1. kWh/m² – Best practice for property type 4 as indicated in Econ 19. The Benchmark is normally expressed in monetary value but because of the ever increasing fuel costs it has been expressed in kWh.
2. kWh/m² – typical values for property type 4 as indicated in Econ 19. The Benchmark is normally expressed in monetary value but because of the ever increasing fuel costs it has been expressed in kWh.
3. 200kgs per person is indicated as the best practice guidance in the Governments publication - Green Officiency GG256.
4. 60-70% recycling rate is indicated as best practice guidance in the Governments publication - Green Officiency GG256.
5. 900 sheets of paper per employee per month is what KPMG achieved in 2007 and is considered as best practice.
6. 292 sheets of paper per person per month is considered as best practice guidance for a small office as indicated in the Governments publication – Green Officiency GG256.

Statistical References:

- a) Black sacks – estimated at 4kgs per sack with 7 sacks collected every working day.
- b) Grey paper bins – estimated at 8kgs per bin with 8 collections per week.
- c) Clear sacks – estimated at 4kgs per sack with 4 sacks collected each week.
- d) Cardboard and packaging – estimated at 15 kgs per week.
- e) Printer cartridges – 100% recycled, based on actual purchases and on actual recycle weights.
- f) Light bulbs – based on details from annual consignment notes.