

Supplier Engagement HE Tool

Action Plan for Obedair Ltd

This is your sustainability action plan based on the issues and impacts you have selected as being relevant to your business.

The questions in the 'About your business' section of the Tool are scored.

A range of answers has been provided for each question in each section and each answer is scored with the maximum obtainable as follows:

Modern Slavery – maximum score 15

Ethical Business Practice – maximum score 31

Climate Emergency – maximum score 20

Equality Diversity and Inclusion - maximum score 20

Social/Community Contribution – maximum score 17

Maximum Score = 103

The allocation of levels enables your university/consortia clients to understand your progress on the issues contained in the action plan. A description of the levels is below:

Level 1: Early stages of your sustainability journey with lots of scope for improvements 20% of total score

Level 2: Some good practice in certain areas, with the opportunity to develop further 20-50% of total score

Level 3: Demonstrates a very good understanding of sustainability and social value related to your business practice 50-80% of total score

Level 4: Best in class, this demonstrates a comprehensive commitment to running a sustainable business 80-100% of total score

Level: Level 4

Score: 84

Social Issues and Impacts

Actions you select here will help increase your NETpositive impact on society. Indicate against actions from this list whether they are in progress, are ready to start or have already completed.

Your issues

Your action plan

1 We could do more work with smaller businesses and/or the Voluntary, Community and Social Enterprise (VCSEs) sector
Micro, small and medium-sized businesses (MSMEs) or those providing products and services as social enterprises add significant value to communities. Supporting them supports local employment and maximises community benefit.



Review your procurement practices to support access by MSME and VCSEs *In progress*
The government has committed to making [access to public contracts](#) easier for SMEs and civil society organisations Consider how your procurement processes could be updated to reflect this accessibility. This could include targeting marketing of opportunities so they reach this audience, streamlining your procurement processes or sharing examples of successful relationships with these organisations to promote your activity.

Implement an MSME and VCSE outreach programme *In progress*
Targeted outreach activity could include [Meet the Buyer events](#), networking opportunities, business clubs or similar engagement delivered to encourage attendance by MSMEs and/or VCSE organisations.

2 We could do more to engage and develop our staff
Engaged staff are assets to your business; when they understand what you are trying to achieve they can help make it happen. Sustainability is linked to staff development as it forms part of organisational process and practice.



Make sustainability part of your staff development process and practice *In progress*
Clearly articulating your values and aspirations is a first step to ensuring everyone understands what is expected of them. Staff can then be supported to demonstrate how they put these into practice. Evidence could then be gathered and shared either formally or informally as part of your communications, performance review or reward processes.

Talk about the values and aspirations of your business *In progress*

However small your team, make sure everyone knows how they contribute to the values and aspirations of the business. If you are a team of one think about how you communicate your own values or behaviours with your customers and clients. Sharing this plan could be a simple starting point and an annual meeting to brainstorm ideas together could help kick things off.

3 We should know more about where the things we buy come from and how they are made

Every product we buy has a story attached to it; how it is made, what it is made from, who has made it and where it has travelled from. These stories all have both positive and negative impacts. Select this issue to explore how to embed responsible purchasing in your business or to share your own approach.

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Make a public commitment relating to ethical or responsible purchasing *Not started*

A simple sustainable procurement commitment (buying 'greener' or more ethical products or services) can be used to communicate what is important to your business. You may use certified products or services or choose to have your own certified. A public commitment demonstrates to your customers how you consider and address the impacts within your supply chain. Include them as part of your sustainability approach and report on progress accordingly.

Understand the impacts of the products your business buys *In progress*

There is a business risk attached to not having any understanding of your supply chain. There may also be opportunities to source more ethical or environmentally sound alternatives (those which produce less waste, have a lower carbon footprint, use less raw materials or are produced with less damage to the environment, and where good labour practices are followed). The starting point is understanding where the products your business depends upon come from and how they are made and transported. Don't be afraid to ask questions of your own suppliers.

4 We want to sign up as an Accredited Living Wage Employer

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To research Living Wage Employer accreditation *Not started*

1 We have recently obtained a top score in the Considerate Constructors Scheme for community and social.

Doing the right thing, delivering honest high quality jobs for our clients and treating our employees well, often above national/legal requirements, is very important to us.

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2 We make work accessible to people from all backgrounds

Discriminating against potential job candidates, or employees based on the protected characteristics detailed in the Equality Act 2010 including: age, sexual orientation, gender, disability, race and socio-economic background leads to an unequal workplace environment and is breaking the law. An equitable workplace will generally have a high level of morale, which leads to better customer satisfaction

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Organise informal workplace talks around equality, diversity and inclusion *Not started*

Inviting an expert speaker into your workplace can be an easy way to keep yourself up-to-date on what is important with regards to diversity. These can be linked to your industry and also support staff cohesion more generally.

Employ more people from disadvantaged groups *Not started*

Consider if your recruitment process and practice could be improved to help you employ more people from disadvantaged groups. You may be able to provide support that improves the chances of care-leavers, ex-offenders or long-term unemployed to access opportunities.

3 Improving staff wellbeing and mental health is important to us

We believe we have good practice in this area beyond policy and legal requirements, involving our staff in charity work, social events, staff away days/holidays, awards evenings, wrap parties at the end of jobs and above all a positive and inclusive daily attitude / atmosphere in the office and on site.

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Develop a 'Mental Health at Work' plan for your organisation *In progress*

Create a workplace culture that supports good mental health benefits for everyone. The human cost of poor mental health is considerable but there are also business costs associated with poor performance. The [Stevenson Review](#) provides a comprehensive starting point with many no-cost or low-cost options that can be introduced to help support a thriving workforce.

4 We engage proactively with initiatives across the city that support careers in construction to schools and colleges.

Such as Mammoth STEAMFest event for primary school children in partnership with Building Plymouth and The Box. Talent Days for potential apprentices. Stand at Apprentice Open Days at Life Centre. Engaging with SW Women in Construction so young women can aspire to our female role models.

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Provide access to resources which support wellness and good mental health *In progress*

Providing mental health resources in the workplace could save a life. The NHS signposts to a [range of support](#) and resources you could make accessible to staff or visitors.

5 We commit financially and in time to support local charities in the city including the Soup Run.

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6 We are interested in (or are currently) employing apprentices or providing work placements

We have 2 apprentices; one is a degree apprentice quantity surveyor and one is a Graduate Apprentice QS who we have now employed permanently.

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Join an apprentice scheme *Completed*

[Offering apprenticeships](#) can be a great way for a business to grow talent and expand their staff base at low cost and risk.

7 We want to support our community to develop skills and experience

A skilled community benefits everyone. There are opportunities to help individuals in every community acquire skills that support environmental, social and economic development.

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Support skills development initiatives for disadvantaged groups *In progress*

Your business might be able to make a real difference locally by participating in work-experience schemes with more challenging audiences. These might equip young people, ex-offenders or other disadvantaged groups with new skills at the same time as improving the local area. Both the [Princes Trust](#) and the [Career Transition Partnership](#) have information to explore this.

Support skills development initiatives for schools and colleges *Completed*

From careers fairs to work experience placements there are likely to be a range of ways you can support skills developments in conjunction with local schools and colleges. The [Young Enterprise Scheme](#) is a well-established example.

Support low-carbon skills development in the community *In progress*

Low-carbon skills across the whole of society are essential to meet the ambition of a zero-carbon future. A significant social value contribution your organisation can make is via outreach programmes and partnering locally to support [skills development around carbon literacy](#). Consider if this is relevant to your organisation and how you could provide access to low-carbon training and/or development for the communities where you operate.

8 We have an opportunity to make a positive contribution in our local community

Organisations are likely to have a range of positive or negative impacts on their immediate locality; a responsible business will strive to understand what these impacts are. They will then seek to reduce any negative impacts and make the most of opportunities to enhance the positive impacts they could have.

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Support the vulnerable in your community *In progress*

The vulnerable in your community might be the elderly, at-risk youth, migrants or others living in isolation. Supporting or developing schemes to support these groups might be an activity you can link to staff volunteering or community outreach initiatives.

Support crime reduction activity in your local area Not started

There are likely to be a range of ways your organisation could help reduce crime in your local community. From provision of surveillance to effectively managing spaces so they discourage anti-social behaviour. More information and suggestions can be found in this [Bre Trust briefing paper](#)

Support homelessness and rough sleeping initiatives in your area Completed

The national [Rough Sleeping Strategy](#) outlines ambitions to eradicate homelessness by 2027 and there are likely to be local initiatives in your area. Consider how your organisation could contribute to these local efforts.

Develop a volunteering or community engagement plan Completed

Many organisations already have a strong reputation for supporting community activities. From wildlife conservation or growing projects such as Britain in Bloom to volunteering at food banks or youth clubs. Consider how you can maximise your community contribution through your staff engagement programme.

9 We take initiative to introduce and trial initiatives for the community.



Economic Issues and Impacts

Actions you select here will help increase your financial resilience, reduce your business risk and generate a positive impact on the wider economy. Indicate against actions in this list whether they are in progress, are ready to start or have already completed.

Your issues

Your action plan

1 We want to be part of a robust, resilient and ethical supply chain

Ensuring strong business relationships are formed with suppliers is key to maintaining and developing trust along your supply chains. An effective and responsible business will be keen to share its values with its suppliers for mutual benefit.



Guarantee suppliers a payment date Completed

Businesses can ensure payments are met by a specified date, and offer compensation or another gesture if this deadline is not met. Guaranteeing suppliers a date of payment builds trust across your supply chain as suppliers feel they will suffer less financial risk when carrying out business with you.

Embed a commitment to social value within your supply chain Completed

Part of demonstrating social value for your customers is delivering it with your suppliers. Consider how you can support your suppliers to consider their social value as part of your own procurement processes. This could be as simple as encouraging them to develop a Social Value Action Plan (like this one) for their organisation too.

2 We could do more to improve the formal relationships with our staff

Getting the balance right between getting good value from staff and paying them fairly can be tricky. An efficient and responsible business understands people are an asset and that a little effort spent on sensible employment practices can maximise both efficiencies and profits.



Offer wider benefits to employees Completed

Businesses can attract and retain skilled individuals by offering a package of employee benefits. Benefit schemes can motivate and reward workers, or attract new talent without adding to salary costs. Can you offer flexible working or access to training as part of a package of employee benefits?

Become a Living or Fair Wage employer In progress

Providing fair pay and conditions to employees is a strong indicator of your social value commitment. Consider becoming a fair or [living wage employer](#) to formally and publicly make this commitment.

Make links between sustainability and any trade union activity Not started

It might be possible to make connections between trade union representatives and sustainability for mutual benefit. Some unions support 'green rep' networks. The TUC has produced guidance on [Greening the workplace](#)

3 Economic uncertainty is a real challenge for our business

The business landscape is never static but during periods of significant change planning effectively can be challenging. Adaptability and resilience are vital elements of survival but also enable pro-active businesses to spot opportunities that will also help them thrive. Select this issue to explore ways to ensure business resilience or share your existing approaches.



Enlist some support to help you navigate change **Not started**

Businesses tend to struggle with similar issues. Explore ways to learn from the lessons of others, network to build a support mechanism and consider how partnerships or collaborations could support business resilience. You (or your staff) might consider [mentoring](#) as a useful starting point.

Use your size to be responsive and dynamic **Not started**

The beauty of a small business is that it can be really responsive to changes in circumstances. Make sure you are using your size to full effect by accessing business support that is specifically tailored to your context, especially if you have ideas for growth or innovation. [Here](#) might be a good place to start.

1 We are always looking for ways to win new business

All businesses need a strategy for future growth; financial sustainability is as important as environmental or social sustainability. Responsible businesses are just as keen to win new business, to grow and expand.



Ensure your business is 'tender ready' **In progress**

Being pro-active about positioning your business to respond to tenders with fast turnaround times can be especially important to smaller organisations. The good news is there is [help you can access](#) to make this happen for your business.

2 We are keen to communicate with our customers

An effective and responsible business understands that customers can be your biggest supporters and so it is important to communicate openly and honestly with them.



Ensure your staff can be responsive **In progress**

Your staff are often at the front-line when it comes to communicating with your customers. Make sure that communications messages are disseminated clearly and effectively so that messages are consistent no matter which messenger is used. Training for front-line staff is likely to be essential to ensure this happens consistently.

Understand that communication is a two-way process **In progress**

Find ways to ensure your customers can communicate with you and respond to the stories you are sharing with them. Social media can be a great way to establish dialogue with your clients but an old-fashioned feedback form can be just as effective. Think about what will work for you and your customers.

3 We are keen our business contributes to the UN Sustainable Development Goals (SDGs).

192 Member States of the United Nations (including the UK) agreed new Sustainable Development Goals (SDGs) in 2015. They will need the support of businesses to achieve them. Select this statement to explore how your business can get ready to meet this new global challenge.



Find out more about the SDGs **Not started**

The [Sustainable Development Goals](#) were adopted to end poverty, protect the planet and ensure prosperity for all. They will impact on business practice over the next decade at least as governments are challenged to demonstrate progress against the targets within them.

Know how your business activities can contribute to the SDGs **Not started**

Identify how your business activities contribute to the [global goals](#) or how they could contribute. A mapping exercise may be needed to identify both risks and opportunities from the SDGs for your business operations.

Include the SDGs as part of your sustainability plans and reporting **Not started**

The [SDGs](#) could be at the heart of your sustainability activity with targets and evidence of progress part of your journey. Have a look at the [South Yorkshire Police Sustainability Strategy](#) to see how they have included the SDGs in the strategy.

4 We are keen to deliver social innovation for our customers

Innovation is required to respond to an uncertain future. Whether this is the re-shaping of a post-pandemic world or responding to challenges presented by the Climate Emergency. Exploring innovation and sharing learning is an essential part of responsible business.



Develop socially innovative approaches to benefit people, communities, and the environment. Not started

Social innovation that benefits people, communities and the wider society are highly sought by customers and especially those in the public sector. Develop plans and embed practice that supports innovation in your business model.

5 We keep up to date with new technology or approaches to working so we can identify innovation or gains in efficiencies

New technologies or innovative approaches are often crucial to positioning and competitiveness. An efficient and responsible business understands the benefits that come from being efficient with resources.



Develop case studies on existing examples of social innovation In progress

Share **examples of social innovation** in practice to both raise the profile of your activity and provide inspiration to others. Leaders continue to push the boundaries of excellent practice and share their approaches for community benefit.

Keep up-to-date with new developments within your sector Not started

Businesses should make an effort to seek out new innovations within their sector, especially in relation to resource or process efficiency. Are there new options that can future-proof your company from rising costs? Are your customers keen that you offer new and improved products and services. Keeping up-to-date can be crucial.

Environmental Issues and Impacts

Actions selected in this sector will help increase your environmental sustainability. Indicate against actions from this list whether they are in progress, are ready to start or have already completed.

Your issues

Your action plan

1 Our business activities use natural resources (energy, water, mined materials, plant or animal products)

All businesses use natural resources. From the energy we use for power to the materials we rely on every day, we are using finite resources that are often damaging to produce or extract. It is important to use resources responsibly opting for renewable or sustainable options where possible. Select this issue to explore actions to help you think about understanding and managing resources or to provide information about how you already do this effectively.



Be efficient with resources In progress

All businesses rely on natural resources to keep them running. Whether you are boiling a single kettle, running a factory or managing a fleet there are ways to minimise environmental impacts and save money. Examine your business processes to see where you can **be more efficient** and make a plan to do more with less.

Measure your progress In progress

If you are committing to reducing your energy, water or other natural resources you will need to measure changes in usage over time to engage your staff and also communicate with your customers. Ensure your plans include details of how you measure and monitor your progress over time.

Report your resource efficiency In progress

Reporting your approach to resource efficiency should be part of your communications with customers and other stakeholders. You could make this Action Plan publicly available by clicking the 'share' button to generate a link to you plan you could add to your website.

Train for resource efficiency In progress

Using fewer resources is often something that relies on everyone adapting their approach. Ensure you communicate the importance of resource efficiency by providing staff with access to training. Remember that your staff are usually best placed to help you identify efficiencies - and save you money! If you are a team of one then tell your customers about how you work to reduce your environmental impacts.

Understand your resource use In progress

Even the simplest audit will help you identify the things your business uses so you can consider if you can use less or buy more responsibly. For some things you may need a little help; a [smart meter](#) for example could help monitor energy use, tackle consumption and help you save money.

Spend to save Not started

[Reducing the natural resources](#) your business uses may require investment. Developing plans to use fewer or renewable resources will save money, reduce reliance on unsustainable materials and demonstrate responsible business practice. Payback periods for investments are shortening and it is worth reviewing the feasibility of investment regularly. You may also be able to access an [interest-free loan](#)

2 Our goods (or our people) travel

Whether your people or your goods travel there are impacts on health and wellbeing, the environment and, of course, the bottom line. Select this issue to explore actions suggesting sustainable travel options for your business or to provide information about your existing activities in this area.



Explore your sustainable travel options In progress

An efficient and responsible business will be striving to reduce dependence on polluting vehicles, exploring low carbon options and sourcing goods and services locally where possible. This will have environmental benefits, promotes health and wellbeing as well as impacting on your bottom line. Start by considering if the need for travel is business critical and then explore the most sustainable options that meet your needs. Useful starting points for your planning include [Sustrans](#) and the [Energy Saving Trust](#).

Offer sustainable travel options Completed

Whether updating your fleet, encouraging lift sharing or remote working for your staff or incentivising certain kinds of travel there are ways to make travelling sustainably part of your culture. Highlighting public transport options for your visitors, having somewhere for staff to store bikes securely or considering a government-supported [cycle-to-work scheme](#) might all be ways you can support sustainable travel. Try to extend the range of sustainable travel options you promote over time and think about linking to regional plans where possible.

Understand the travel impacts of your business In progress

Determine what moves from A to B as part of your business operations and exactly how things are transported. This will help you develop a baseline for your sustainable travel plan or simply help you make the most obvious changes to your business practice. Even if road travel is critical to your business efficiencies are possible. [Read about efficient-driving](#) or explore [energy efficient products](#).

Share sustainable travel stories In progress

Sharing positive stories helps create a positive culture either among your staff or with your customers. You can use them to demonstrate how new behaviours are being encouraged and report on benefits. Even the smallest initiatives can be an excuse to tell a positive story about your business.

3 Our business generates different types of (non-food) waste

Excellent businesses understand their waste streams and take steps to manage them proactively. This is not only better for the environment, as resources can be re-used or recycled rather than being sent to landfill but better waste management is also likely to save you money. Waste may also actually be a procurement issue; looking at purchasing choices to reduce waste at source can result in less waste being produced (which would reduce associated waste disposal costs). Select this issue to explore actions to help you think about understanding and managing waste or to provide information about how you already do this effectively.



Engage for waste reduction success In progress

Helping your staff, customers or other stakeholders understand how you are trying to [reduce waste](#) will help them to help you. Encouraging re-use or sharing can create a culture of efficiency and reduce running costs. Consider who can help think about waste at the point of purchasing to reconsider use of disposables or to avoid over-ordering. Training staff on waste reduction is also a great way to get them involved.

Plan for waste reduction Completed

Understanding your waste streams will help you work out how to reduce the amount you produce. This could mean buying different products, finding ways to re-use certain items or increasing recycling rates. Having a [plan to reduce waste](#) will help you monitor progress and you can share it with others.

4 Construction can be a polluting sector so we're going through Planet Mark accreditation at the moment



Understand your waste streams Completed

Understanding the waste your activity produces and why it is produced is an important first step to reducing it. There are a [range of tools](#) that can help you with this process.

1 We are keen to communicate our environmental or sustainability commitments and performance

Having sustainability policies and plans embedded within your business provides an opportunity for you to communicate your ambition and progress. This might help you demonstrate leadership in your sector, align with your customers' values or simply enhance your position in the marketplace. Select this issue to explore ways to communicate your sustainability journey or to share your existing good practice.



Demonstrate progress against this action plan In progress

At least one of your customers has encouraged you to use this tool to generate an Action Plan. The simplest way to keep them informed is to update it regularly with your progress. You can also use the 'EXPORT PLAN' button at the bottom of the page to send it directly to individuals, such as potential new customers. You could also add it to your website, if you have one, to make a more public statement.

2 We set (or want to set) targets to improve our sustainability

Setting clear, measurable targets is an important element of any organisation's commitment to sustainability. Targets to reduce your negative impacts will be important but a more holistic view will also demonstrate your commitment to society and the economy. Select this issue to consider how best to use targets in your business or to capture how you already do this effectively.



Develop an environmental or sustainability policy Completed

A [policy](#) is a simply written statement outlining your organisation's commitment to managing environmental or sustainability impacts. It outlines the key areas of your business you hope to improve and so can include environmental, social and/or economic considerations and targets. You could use this Action Plan as the basis of your policy as it provides an overview of sustainability areas for you to focus on.

Share sustainability stories of your business In progress

A simple blog post, a conversation with your customers or an update on your website is enough to share your progress, large or small. Think about developing a [case study](#) to showcase your work. Even the smallest initiative can be an excuse to tell a positive story about your business.

3 We have opportunity to enhance or support biodiversity

Even the smallest sites can provide a home to wildlife and so taking opportunities to enhance habitats and consider the biodiversity on sites you directly manage is always worthwhile. Your operations might also impact on biodiversity more broadly through products you source and this should also be considered. Select this issue to explore actions to help you enhance biodiversity or to provide information about how you have already taken action in this area.



Enhance the biodiversity of the sites you manage In progress

Even the smallest site (including the garden of a humble home office) can offer refuge to wildlife. There are lots of resources available to help you start thinking about how best to encourage biodiversity but [the Wildlife Trust](#) is a great place to start. If you have large or multiple sites you could be providing both a habitat for wildlife and creating spaces that benefit the wellbeing of your staff, customers or visitors. There may also be compliance issues you should be aware of as a minimum. If you are developing plans for your business ensure they are aligned with regional or national [Biodiversity Action Planning](#) initiatives that may be in place.

Consider biodiversity you may affect indirectly In progress

The products and services central to your business operations are likely to impact on biodiversity across the globe and well beyond your direct control. Ensure your procurement processes consider biodiversity as part of your commitments to ethical or responsible purchasing. Make commitments that relate to protecting ecologically sensitive habitats part of your approach to sustainability and reporting if appropriate.

Volunteer to support biodiversity in your local area Not started

There may be opportunities to support local biodiversity or ecological restoration projects in the local area using staff volunteering initiatives. Consider how you can support staff to contribute to this type of project in your area.

4 We are working with Universities (Plymouth University) to explore opportunities to improve build quality in order to reduce the carbon footprint of buildings we work on.



5 We are keen to manage our response to the challenge of sustainability in a structured and transparent manner

How an organisation manages its response to sustainability is an important indicator of its commitment. It also demonstrates an understanding of how sustainability interacts with core business practice. Governance structures need to include sustainability, which may require adapting them or even creating new ones. A well-developed governance structure usually makes it easier to set targets and report on and celebrate your sustainability activities.



Establish a governance structure to strategically manage your commitment to sustainability *In progress*

Your governance structure will depend not only on the size and scale of your business but also how it is structured. Governance can range from a small group of staff to external committees with dedicated staff. It is also acceptable to embed sustainability into existing governance structures. Consider diversity and inclusion as part of developing your governance structures to ensure a range of voices are heard and scrutiny comes from a range of perspectives.

6 We are keen to strengthen our commitment to carbon reduction in the light of the climate emergency

The UK Government has legislated for 'net zero' greenhouse gas emissions to help halt climate change. Leading businesses are making their own commitments to achieving net-zero and making plans to reduce their carbon emissions. This is a complex and long-term ambition requiring appropriate planning and investment.



Generate your own energy *Not started*

An increasing number of larger organisations are making commitments either to source 100% of their energy from renewables or to generate their own. Consider the feasibility of [generating your own renewable energy](#)

Understand the carbon impact of your business *In progress*

Understanding the carbon impacts of your business operations is an important first step in developing an action plan to help you manage and reduce them. Broadly this means looking at the energy you consume, travel and transport, waste production the type of catering you provide and the impact of the products you purchase. This activity is the first step in developing a carbon action plan. This survey developed by the University of Leicester is a useful way to identify the types of data you will need to gather and You can also use a [carbon calculator tool](#) such as this one from the Carbon trust

Develop and implement a carbon action plan *In progress*

A carbon reduction plan will enable you to demonstrate your commitment to de-carbonisation and evidence that you are responding to the climate challenges in a focussed way. It will detail your key impact areas and detail your plans to reduce them. Use this [editable template](#) to get you started.

Provide carbon literacy training for staff *Not started*

Changing staff behaviours is at the heart of reducing carbon emissions (particularly in the short-term). Providing meaningful training and support for staff so they can become carbon literate and understand carbon impacts as they relate to your organisation will help them take action. Many organisations are exploring the [carbon literacy project](#) as a way forward.

Achieve carbon reduction certification (Carbon Trust Standard, Planet Mark or equivalent) *In progress*

It may be appropriate for your organisation to obtain certification that provides assurance in relation to your carbon reduction activities. Organisations, operations and products can all be certificated, consider which might be relevant to your context. The [Carbon Trust](#) might be a good place to start this exploration.

Report against your carbon reduction commitments *Not started*

Regular reporting of progress against carbon reduction commitments is recognised as good practice. This could include a mixture of progress against specific targets and [case studies](#) and examples of projects.

Consider carbon offsetting In progress

Important! It is best to look at carbon offsetting after you have reduced your carbon footprint as much as you can first. Carbon offset schemes allow individuals and companies to invest in environmental projects around the world in order to balance out their own carbon footprints. The projects are usually based in developing countries and often designed to reduce future emissions. However there are also options around offsetting projects locally to support the communities where you are based. For a fuller overview please see this [briefing note](#) NETpositive Futures has produced.

Reduce your carbon footprint through food choices Not started

The food we consume comes with a large carbon impact across the whole life cycle of our food, from ground to plate. Whilst we should not try to control the diet of our staff we can reduce the carbon footprint of the events we might host or on-site catering facilities. This might be as simple as providing meat free options or plant based meals. Have a look here for more information on the [carbon impact of food](#) The University Caterers Organisation (TUCO) has developed a [free tool](#) to calculate the greenhouse gas footprint of your menu choices.