



CYCLING UK

ENVIRONMENTAL STATEMENT

AND POLICY FOR

OPERATIONAL ACTIVITIES



Environmental Statement

Cycling UK is a membership organisation promoting the active use of cycles and providing services to cyclists. Whilst cycling is a relatively benign activity environmentally, with important additional health, economic and social benefits, Cycling UK recognises that, within its operational function, there are, in common with all organisations, wider corporate responsibilities to be fulfilled in the interests of the environment and sustainable development. Cycling UK seeks to promote ecological and countryside protection, healthier cities, social inclusion, healthier lifestyles and global environmental sustainability to accompany our core purpose: the promotion of cycling.

This Environmental Statement is our organisational commitment to an ongoing process to seek and implement best environmental practice.

Cycling UK aims to be conscious of the environmental impact of all its activities and will:

- Meet and where possible exceed, the requirements of all applicable legislation and regulation;
- Identify, via audit, our significant environmental impacts, and set priorities and targets to minimise or mitigate the impact of these;
- Achieve environmental accreditation, and maintain and improve on our level of accreditation;
- Continually improve our environmental performance using appropriate agreed targets;
- Reduce resource usage wherever practicable and consider the ethical and environmental provenance and life cycle value of products and utilities;
- Implement procedures to prevent pollution, and be aware of how products and wastes are processed, disposed of, and/or recycled;
- Minimise waste of energy and maximise energy efficiency;
- Work with contractors and suppliers to improve their and our environmental performance;
- Regularly review our performance, statutory and policy compliance, to inform future policies;
- Provide the necessary training and support to staff and others within the organisation so these commitments are fulfilled;
- Ensure that accountability, oversight and resources are allocated for the implementation of this policy;
- Include environmental considerations as part of the normal checklist of risk assessment and decision-making consideration within our organisation; and
- Through our relationships with other organisations, local and beyond, help to protect the environment and inform wider audiences of the issues involved.

Environmental Policy in Action

Compliance

Cycling UK's Environmental Policy is for every member of staff to pursue as actively as possible during his or her work for the organisation.

Unless specifically mentioned in Cycling UK's stated Disciplinary Procedures or subject to a clause in the employment contract, failure to comply with any of the policies listed in this document will not be viewed as a disciplinary matter. Where a compliance failure occurs, Cycling UK will endeavour to facilitate ongoing achievement of the policy, with respect for the individual circumstances.

Publicity and Engagement

Cycling UK's Environmental Statement and Action Plan will be transparent and available to existing staff members, and trustees. New recruits will be advised of them as part of the onboarding process. Any training issues will be identified and addressed. A regular engagement plan will be created and maintained.

Audit, Monitoring and Review

Cycling UK will undertake an initial audit of current activities to identify matters of environmental significance and their priority for the areas set out in this document.

Cycling UK will assess progress by monitoring its activities, such as:

- travel patterns of staff, trustees and others engaged on Cycling UK business or activities;
- the nature and amount of goods and services purchased by Cycling UK;
- the content of the environmental policies of its contractors and suppliers;
- the eco-friendliness of its new purchases;
- the use of fuels and their sources;
- the consumption of paper and other stationery materials;
- the amount of waste generated by Cycling UK Head Office and the nature of its disposal;
- the environmental impact of its magazine;
- the eco-friendliness of its events; and
- the awareness, implementation & understanding of the environmental policy amongst staff (especially new staff), Trustees, contractors, suppliers and other stakeholders.

Compliance of environmental regulations that affect our business will be reviewed on a regular basis.

| Regulation | How this regulation impacts Cycling UK | Staff member responsible | Compliance review period |
|---|---|---------------------------------|--------------------------|
| Environmental Protection Act 1990 | Businesses must keep waste to a minimum by doing everything possible to prevent, reuse, recycle or recover waste and have controls in place to sort and safely store waste; | Pip | 6 months |
| The Energy Performance of Buildings (England and Wales) Regulations 2012 | If the building was to be sold or rented, we must supply a valid energy performance certificate | CEO or director at time of sale | 6 months |
| The control of noise at work regulations 2005 | The Control of Noise at Work Regulations 2005 (Noise Regulations 2005) require employers to prevent or reduce risks to health and safety from exposure to noise at work. Employees have duties under the Regulations too. | Pip | 6 months |
| Report of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 2012 (amended 2013) | RIDDOR puts duties on employers, the self-employed and people in control of work premises to report certain workplace accidents, occupational diseases, and specified dangerous serious occurrences (near misses). | HR team | 6 months |

Reporting

Cycling UK will monitor waste, utility usage, staff travel, and stationary orders to ensure that we are reducing our use wherever possible. This data will be used to benchmark future years usage.

A separate reduction plan and outlined opportunities report will be available for staff to view. This will be produced annually and our progress on previous reduction plans will be measured.

Target Areas and Actions

Cycling UK will, as far as possible, apply the best available environmental/ethical practices to its activities, but particularly to:

- transport & travel;
- general purchasing, supply & contracting;
- energy use & conservation of resources;
- reducing waste and safe disposal;
- events organisation and delivery;
- finance, investment and advertising; and
- local environments & communities.

Transport and Travel Broad Principles

Cycling UK will manage its transport needs to promote cycling and minimise the environmental impacts of other transport choices.

This will take two main threads:

- As a cycling organisation we seek to maximise the use of cycles as modes of transport and show our partners, stakeholders, members, suppliers and customers how cycles can be used in a wide variety of business situations; and
- minimising Cycling UK's contribution to the impact of other unsustainable forms of travel (motorised and air) by reducing Cycling UK's need to use them.

Travel for Business Purposes

Cycling UK will encourage staff:

- to consider whether travelling on Cycling UK business is necessary; or whether business could be done by telephone, email, post, teleconferencing or other means instead;
- when journeys are unavoidable, to travel by cycle, public transport or foot in preference to private car, hired motor vehicle, taxi or plane; and
- to plan all significant trips in advance and discuss them with their Line Managers, and where possible combine differing matters in one trip.
- Where cars/vans are hired, they should be electric where reasonably practicable



To facilitate cycle use, Cycling UK will offer the full tax mileage relief for the use of cycles for business trips.

Travel to and From Work

Cycling UK will encourage staff to:

- cycle, walk or use public transport for their travel to work; and
- car-share, by private arrangement, when the above is not practicable.

To assist staff who cycle to work, Cycling UK will continue to operate as a cycle-friendly employer by:

- facilitating the purchase of cycles and cycle accessories for commuting;
- providing and maintaining covered cycle parking for staff and visitors; and
- providing lockers, showering facilities, drying room etc.

Cycling UK will also strive for CFE (cycle friendly employer) Gold status and champion the best practises possible.

Visitor Travel

Cycling UK will supply all visitors to Cycling UK premises with directions that explicitly prioritise non-car travel, having assessed whether the purpose of the visit could be equally well served with a teleconference.

General Purchasing, Supply and Contracting

Broad Principles:

Those responsible for purchasing goods or services on Cycling UK's behalf should, as well as complying with Cycling UK's tendering guidelines and the requirement to obtain best value for money, manage its purchasing and contracting to minimise any environmental impacts.

In carrying out the above, Cycling UK will:

- source goods & services from local suppliers, as far as is practicable;
- use a procurement scoring matrix to ascertain whether a supplier is suitable;
- ask any large contactors/suppliers for a copy of their environmental policy (e.g. mailing houses, guide-book suppliers);
- source eco-friendly goods, where feasible, that also have a demonstrably ethical supply chain (e.g. Fairtrade and organic products, FSC branded paper, BUAV endorsed cleaning and washing products);
- purchase regular-use items such as stationary in bulk;
- give preference to non-disposable, biodegradable, recycled or recyclable goods;
- be exact and accurate about quantities to avoid waste and excess; and
- when ordering display material and exhibition equipment (e.g. banners), make sure that some of it is portable by cycle for use at small-scale events.

Energy Use and Conservation of Resources

Broad Principles

Cycling UK will monitor and minimise its use of energy and other resources.

Electrical Equipment and Lighting

Cycling UK will source energy from financially competitive 'green' tariffs and suppliers.

Cycling UK will maintain its roof-top solar panels and monitor their performance.

When purchasing new office and kitchen equipment, Cycling UK will ensure that it is energy efficient, preferably with an 'A' efficiency rating, and that its eco-friendly functions are fully enabled and understood.

Cycling UK will encourage staff to turn off electrical equipment and lights when not in use.

Cycling UK will arrange for PCs to be configured to use appropriate power saving modes.

Water

Cycling UK will ask staff to minimise their use of water at Cycling UK National Office and avoid wastage.

Paper

Cycling UK will encourage staff to:

- consider whether printing is necessary;
- print documents double-sided or, where suitable and printers capable, as four reduced pages per sheet. To aid this economy, documents should be formatted to fit within double page numbers, if this does not compromise their purpose;
- calculate print-runs accurately in advance;
- set aside waste paper for re-use as scrap or for recycling; and
- undergo training so that they can make the most economical use of Cycling UK's printers and photocopiers.

Waste

Cycling UK will monitor and minimise the amount of waste it generates and make every effort to pursue a long-term target of 'minimal waste', meaning the organisation will, as far as possible, no longer generate matter for absolute disposal (e.g. via landfill/incineration).

Events

All events undertaken in Cycling UK's name will seek to comply with this policy.

Specifically, Cycling UK will:

- encourage event organisers to produce an environmental statement in advance and a report following the event;
- encourage all Cycling UK events to follow the advice and checklist set out in 'Greener Events: A Guide to reducing the environmental impact of conferences and seminars' from the Government Office South West/Envirowise/Sustainable Development Commission.

Key points to bear in mind are:

- Choosing a venue with: good environmental credentials, easy cycling and public transport access, and its own technical equipment to avoid transporting bulky loads;
- Explaining to delegates the need to keep the event 'green';
- Minimising CO2 emissions by: providing delegates with cycling/public transport details; and avoiding unnecessary heating/lighting etc;
- Supplying ethical, local food from local caterers; and
- Reducing waste by: electronic promotion; registration and post-event literature; avoiding disposable goods; minimising paper hand-outs; and ensuring that recycling bins are provided.

Local Environment

Cycling UK will protect the local environment in their locations wherever possible. We will ensure that disruption to the local environment is minimal, and where we can, we will look to improve the environment we operate in.

We will:

- Ensure that the office has plants, and that they are maintained;
- Reduce idling, and unnecessary noise pollution around its buildings;
- Make sure that the shrubbery surround the Guildford office is well-maintained;
- Leave no trace when running events, or activities in new areas.

Responsibilities

Utilities

Oversight of usage, benchmarking, and reduction will be managed by Pip Munday – HR Projects and Office Coordinator

Payment of invoices and billing to be overseen by Anabela Karbasian – Senior Finance Officer

Travel

Our Cycle Friendly Employer accreditation will be managed by the Commercial team. Monitoring of staff travel expenses and use will be jointly monitored by the accounts team, as well as Pip Munday.

Engagement

An engagement plan is in place with periodic staff engagement pieces, encouraging staff to reduce their impact.

Building

The Office Coordinator will take responsibility for the building, reducing any energy usage where possible and ensuring maintenance is carried out where required.

Policy

Phil Hall, Director of Organisational Effectiveness and Finance will be responsible for supporting the environmental statement and highlighting the importance of the policy to SLT and the organisation.

All staff will be responsible for taking personal action in reducing their impact where possible. This includes reducing energy usage, wastage, and choose to travel sustainably where possible.

Review periods

| Aspect | Information | Staff Reviewer |
|-------------------------|---|--|
| Staff Responsibilities | Staff responsibilities will be reviewed every 6 months (or if a key member of staff leaves). | Pip Munday |
| Regulations | Compliance of environmental regulations shall be checked on a 6-month basis but with regular oversight throughout the year. | Pip Munday with support from Phil Hall |
| Environmental statement | Reviewed every 6 months and updated where necessary. | Pip Munday to initiate review |
| Staff Engagement | Our staff engagement plan will be refreshed every year, with an engagement piece planned for a minimum of every 3 months. | Pip Munday |

This is a non-contractual policy which may be withdrawn or amended by Cycling UK at its complete discretion.

Updated by: Pip Munday – HR Projects and Office Coordinator



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