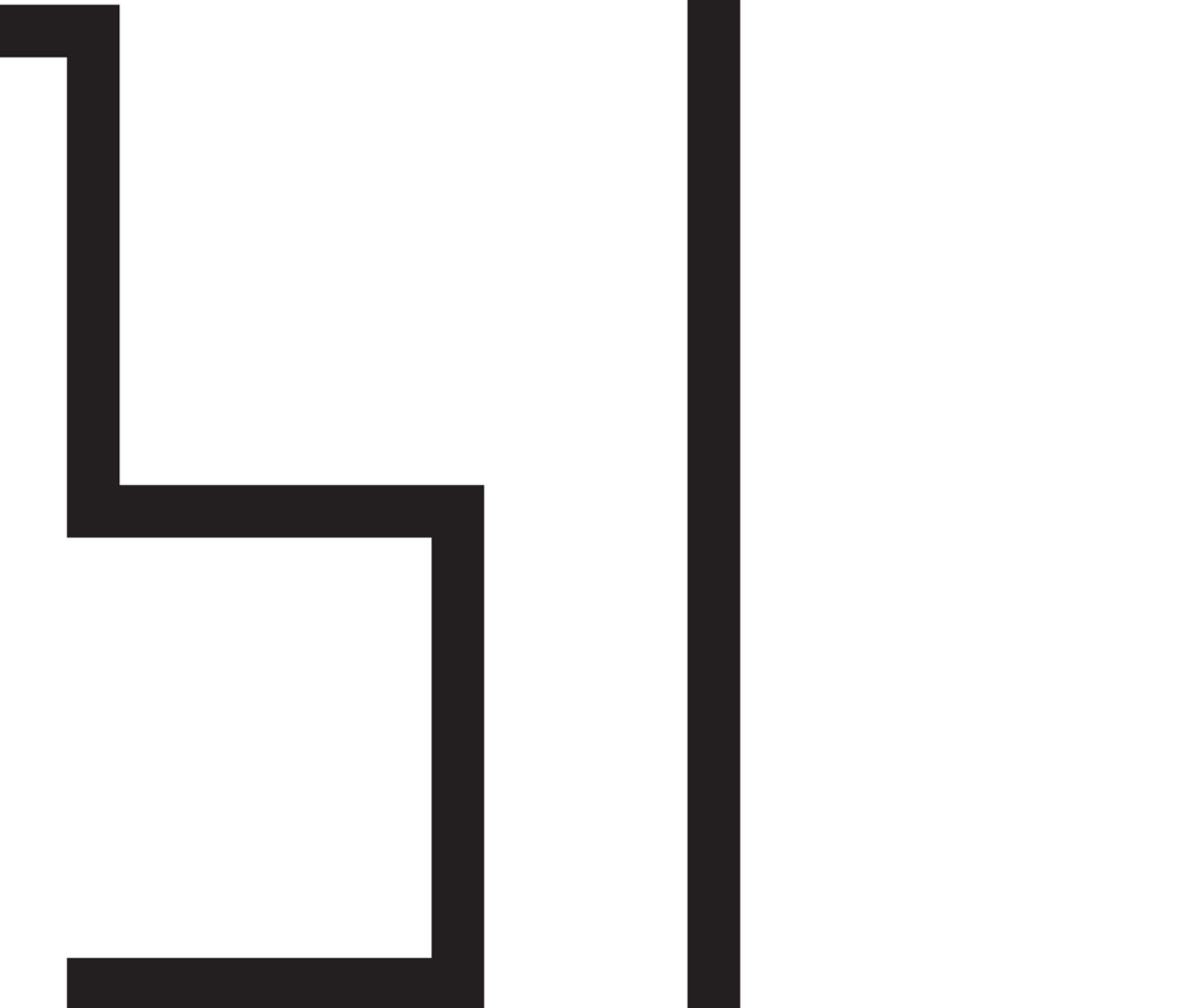


# thirteen

## Environmental Policy

February 2020 V1.0



<b>Company</b>	Thirteen
<b>Lead Manager</b>	Senior Environmental Manager
<b>Date of Final Draft and Version Number</b>	February 2020
<b>Review Date</b>	February 2023
<b>Officer Responsible for Review</b>	Assets Service Standards Manager

## 1 POLICY STATEMENT

- 1.1 This policy defines Thirteen’s commitment to environmental protection, legislative compliance and best practice.
- 1.2 It provides guidance for staff and stakeholders and can be used to demonstrate to external bodies Thirteen’s stance with regards to the environment and our commitment to reduce our impacts.
- 1.3 Through this policy and associated guidance Thirteen can demonstrate consistency and legislative compliance with regards to all Thirteen’s environmental impacts, including but not limited to, water use and disposal, energy use, transport, waste production and disposal and material use.
- 1.4 The success of this policy depends on the positive working relationships between inter-departmental teams alongside external contractors, and the effective implementation of agreed procedures.
- 1.5 The contents of this policy, and associated guidance are applicable to all Thirteen’s operations, offices, sites and other assets and are governed by legislation, regional commitments and financial and stakeholder pressure.
- 1.6 The policy will be adapted to respond to future legislative or regulatory changes with considerations for business continuity and maximising opportunities for service investments and improvements.

## 2 REFERENCE MATERIAL

All relevant environmental legislation and regulatory documents that Thirteen will comply with are set out in Appendix A.

### 3 DEFINITIONS

3.1 A statement of exact meanings for this policy is outlined below:

Term	Definition
Environment	The natural world or geographical surroundings,
Environmental impact	A possible adverse effect that results due to release of substances into the environment
Climate Change	Changes in the average weather patterns over a period, resulting in significant impacts and challenges for the planet

### 4 POLICY CONTENTS

- 4.1 Thirteen recognises that its activities, products and services have the potential to give rise to aspects that have a detrimental impact on the environment. Thirteen is committed to improving the environmental impact and sustainability of their activities and operations for the benefit of the customer, the business and the planet.
- 4.2 Understanding the significant impact business activity has on climate change, and as part of a continuous improvement plan, Thirteen will ensure improvement of environmental performance through a robust programme of environmental objectives and targets. These include, but are not inclusive of, a reduction in CO2 emissions from all contributing operational activity.
- 4.3 Environmental improvements are to be integrated into business planning and decision making to ensure that sustainability is not separated from core business activity but forms part of a balanced overall strategy to achieve Thirteen’s environmental goals.
- 4.4 A comprehensive legal register will be kept and regularly updated and utilised through the introduction of an Environmental Management System should the business require one.
- 4.5 Thirteen will monitor external changes which influence our business and act to mitigate these, including the effect of climate change, energy, resource security and associated costs.
- 4.6 As a minimum Thirteen commit to key performance indicators and a reporting frequency aligned with associated legislation, regulations and approved code of practice requirements.
- 4.7 All environmental detail endorsing this policy will be developed in associated procedural and supporting documentation.

### 5 QUALIFICATIONS AND TRAINING

- 5.1 Thirteen will provide training and guidance which is task specific to those, with direct roles assisting in the delivery of the Environmental policy, responsible persons and others with delegated environmental protection duties.

**5.2** Education through training, and influence through behaviour and cultural changes will be delivered to assist staff and stakeholders understanding the environmental impacts of their activities and how they can contribute to minimise them. This will support our social contribution as our staff and stakeholders take this learning out of the business.

**6 COMMUNICATION**

**6.1** Thirteen commits to communicate with employees and stakeholders all appropriate environmental information on a regular basis through any available media sources necessary, including, but not inclusive of, publications, newsletters, group meetings, and via the Thirteen website.

**6.2** Thirteen will liaise with the Environmental agency and neighbouring local authorities, frequently engaging in effective two-way communication to ensure effective operational practices for environmental protection in an aligned approach.

**7 GOVERNANCE INFORMATION**

<b>Equality and Diversity</b>	In delivering the Environmental Policy Thirteen aims to treat all residents, employees and stakeholders fairly. An equality and diversity assessment has been completed for this policy with no need for further detailed consultation.
<b>Customer/Stakeholder Involvement and Consultation</b>	<p>The Environmental Policy will be consulted on with the relevant customer involvement group as advised by the Governance and Compliance Team.</p> <p>The process and procedures required to ensure this policy becomes embedded and supported and governed by legislation and business best practice. They include financial, social and ethical elements.</p>
<b>Monitoring and Review</b>	<p>This policy will be reviewed every three years from the approval date, or in-line with impacting corporate, legislative or regulatory change requirements. Reviews will be conducted by a competent delegate within Thirteen and submitted to Governance Team for corporate approval prior to publication.</p> <p>The supporting procedural documents can be updated at any time and the changes can be implemented following sign off from the service area Director or competent delegate within Thirteen.</p> <p>Key performance indicators associated with the compliance aspects of environmental protection will be monitored and reported internally utilising reporting mechanisms within our software packages.</p> <p>Where appropriate, valid certification will be issued for any environmental activity, and managed and stored in accordance with the Data Protection Act 2018.</p>
<b>Responsibility</b>	As a Registered Social Landlord, we have a statutory responsibility to comply with all relevant environmental

	<p>requirements. Failure to properly discharge these responsibilities may result in:</p> <p>a) Prosecution by the Environmental Agency</p> <p>The Board and Chief Executive Officer are responsible for seeking evidenced assurance that all legislation relating to environmental protection is being adhered to, that the risks associated are identified and managed, and that a proper control and assurance framework is in place. This will be demonstrated through Key Performance Indicators (KPI) reporting to the Board, Associated Committee's and throughout the Group regularly.</p>
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## 8 APPENDICES

### APPENDIX A - Reference Material

#### 8.1 APPENDIX A

##### Reference Material

Reference material used for consideration in formulating this document is outlined below, if a Standard or Act is withdrawn, repealed or superseded Thirteen reserve the right to follow the new guidance:

- Streamlined Energy and Carbon Reporting
- Energy Savings Opportunity Scheme
- Environmental protection act (1990)
- Department for Business, Energy and Industrial Strategy (BEIS)
- Emission Reduction Pledge 2020
- Home Energy Conservation Act 1995
- Equality Act 2010
- Data Protection Act 2018
- Tees Valley Climate Change Strategy
- Waste Framework Directive
- Waste Regulations 2011
- Environmental Permitting Regulations 2010
- List of Waste Regulations 2005
- Hazardous Waste Regulations 2005
- Waste Electrical and Electronic Equipment (WEEE) Regulations 2006
- Water Supply Regulations 1999
- Water Act 2003
- Trade Effluent Regulations 1990
- Water Resources Act 1991
- Water Industry Act 1991
- Water Framework Directive
- Climate Change Act 2008
- Climate Change Levy Regulations 2001

- The Energy Performance of Buildings Regulations 2012
- Finance Act 1996
- Highly Flammable Liquid Regulations 1972
- Dangerous Substances and Explosive Atmosphere Regulations 2002
- Control of Substances Hazardous to Health Regulations 2002
- Control of Pollution 2001
- Pollution Prevention Guidelines
- Biodiversity Net Gain
- Non-Waste Framework Directive

This list is not exhaustive, and Thirteen will follow all other additional ACOPs and Regulation/Legislation applicable to environmental protection.

**For use by the Governance team**

<b>Date Agreed at Thirteen Board</b>	
<b>Date Added to Index</b>	
<b>Date Added to Internet</b>	
<b>Date Added to Intranet</b>	
<b>Linked to Policy to Procedure Number</b>	
<b>Linked to Strategy Number</b>	