



Institute of Advanced Motorists

Sustainability Policy

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History and revisions

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V1	David Batten	-		18/12/2014
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Authorisation

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V1	Neil Hawley	Sales	18/03/2014
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Institute of Advanced Motorists Sustainability Policy

1. POLICY AIMS

The aims of this policy are:

- a) To promote sustainability issues.
- b) To reduce the environmental impacts of our activities and to help our clients, customers and partners to do the same.
- c) To comply with legislation and other regulatory and legal requirements.
- d) To comply with the requirements of ISO 14001.

2. RESPONSIBILITIES

Members of the IAM's Executive Director Team are ultimately responsible for the promotion of this policy, but they may delegate this task to the Environmental Management Team and other members of staff, although they remain responsible.

3. POLICY STATEMENT

The Institute of Advanced Motorists (IAM RoadSmart) is committed to promoting sustainability issues. Concern for the environment and promoting a broader sustainability agenda are an important part of the IAM's business strategy and are promoted by the management of the organisation. We aim to reduce the environmental impacts of our activities and to help our clients, customers and partners to do the same.

Our Sustainability Policy is based upon the following principles:

- To consider sustainability when making business decisions
- To comply with and exceed where practicable all applicable legislation, regulations and codes of practice
- To ensure that all staff are aware of our Sustainability Policy and are committed to implementing and improving it
- To minimise the impact on sustainability from office and transportation activities generated by the organisation
- To make clients, customers and suppliers aware of our Sustainability Policy, and encourage them to adopt sustainable management practices
- To review and endeavour to improve our sustainability performance

4. TRAVEL AND TRANSPORT

In order to put these principles into practice we will:

1. Take action to reduce emissions of CO₂ and other gases which could affect climate change
2. To consider sustainable forms of transport in financial proposals, where appropriate, rather than the least cost option being the default choice
3. Avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners
4. Consider using public transport to attend meetings, site visits etc, except where this option is impractical and/or cost prohibitive
5. Where applicable, consider reducing the need for our staff to travel by supporting alternative working arrangements, including home working etc, and promote the use of public transport
6. Monitor how efficiently fleet vehicles are being used (if applicable)
7. Encourage staff to car share for commuting and travelling to and from their workplace

5. PURCHASING OF EQUIPMENT AND CONSUMPTION OF RESOURCES

1. Minimise our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste
2. Monitor and endeavour to reduce the quantity of electricity and gas we use, on an on-going basis.
3. Arrange for the reuse, or recycling of office waste, including paper, bottles, computer supplies and redundant equipment
4. Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping
5. Monitor use of metered water (if applicable) and invest in a programme of water-saving measures, where appropriate
6. Liaise with contractors to minimise on-site waste and reduce the impact of this on the environment
7. Ensure that timber furniture, and any other timber products, are recycled and source new from well-managed, sustainable sources, if appropriate
8. Consider the likely life of products and invest in more durable quality products that offer better long-term value

6. WORKING PRACTICES

1. Encourage employees and contractors to take account of sustainability issues when representing the IAM
2. Include a copy of our Sustainability Policy in all our proposals to clients/customers.

This policy will be reviewed and updated annually by the IAM's Environmental Management Team and an Action Plan will be implemented on consultation with staff where applicable.

Sarah Sillars OBE

IAM Chief Executive