



THE CORPORATION OF THE
CHURCH HOUSE

SUSTAINABILITY POLICY

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Scope (applies to)	All staff including all agency workers and contractors

Environmental Policy

Who we are

The Corporation of the Church House was founded as a charity in 1888 by Royal Charter. Located in Dean's Yard, the building was designed to be a home for the Church Assembly (now the General Synod) of the Church of England. The multi-purpose events venue, Church House Westminster, was launched in 1990 and is a wholly-owned trading subsidiary of the Corporation.

The policy has been created to reflect the operations of the whole of the Corporation of the Church House, including its subsidiary. It further follows that the commitment to the future development of the policy is supported by the entire team of the Corporation, including its subsidiary.

Background

We are conscious of our social responsibilities with regards to helping the environment through our working practices. Our objective is not only to sustain our environment for our descendants but also to rehabilitate any damage previously done. We believe that our corporate responsibilities go beyond our property borders and therefore every effort will be made to conserve resources throughout our operations.

We will not only meet existing environmental laws and regulations but will endeavour to go beyond the status quo, seek out and adopt techniques and approaches that position us ahead of fellow industry peers.

The Grade II listed building from which we operate was built in 1937, which does place constraints on us regarding what can be achieved from a technical perspective.

Our growth depends on our abilities to minimise or eliminate our impacts on our surroundings. Our ultimate success depends on the environment of England, without a beautiful country, our clients and tenants will cease to come. Our future and the future of our environment are interconnected.

We actively seek to minimise and manage the environmental impact of our operations and offerings.

We wish to

- Integrate environmental management into our everyday operations
- Improve our environmental efficiency
- Help our clients and tenants reduce their carbon footprint using our building

We undertake to continue to develop the following specific cornerstones:

1. Awareness and Commitment

Our policy towards the environment will be readily available and promoted to tenants, clients, staff, and stakeholders. We will endeavour to make sure staff and clients are familiar with and implement our environmental commitment and objectives.

- The Environmental policy will be available on our websites
- The Environmental policy will be shared with all clients, tenants, and wider stakeholders

- The Environmental policy will be included as part of any agreement with a third-party supplier including catering partner, cleaning company and security team.
- We commit to monitoring and complying with all relevant environmental laws and relevant standards and practices
- We pledge to continue to actively seek out and adopt new sustainable and green technology
- We will have an open line of communications with other corporate institutions to share ideas and look at centres of excellence.

2. Transport

We will, wherever possible, look to reduce the impact on the environment with regards to transport.

- For out of hours of travel, only use 'green' taxi companies are used
- Bike racks have been fitted in the venue's garage for use by staff and delegates and information on local 'Santander' bike stations are available

We will

- Seek and employ local products and services to reduce transport costs
- Our team will avoid unnecessary travel and will use energy efficient vehicles and driving styles, where possible
- Encourage the use of public transport, cycle, or walking
- Limit, where possible, the use of motor vehicles
- Look for ways to support the expanding electric vehicle's network

3. Water

We will look to reduce water usage in all of our operations. Urinals have been updated to the latest water saving technology.

- Sensory taps have been fitted in key areas of the building and this will be extended to all areas over the coming years

Work will include

- Reducing the buildings infrastructure water used, with smart installations and monitoring
- Recording and monitoring the water usage on a regular basis

4. Energy and Carbon

We will recommend all new installations and refurbishment of our spaces, as well as spaces utilised by tenants, fits the most energy-efficient and sustainable products and devices as possible. Our major goal is to have a carbon-neutral building by 2030 at the latest. This will include major renovation of the fabric and ornaments of the building as well as renewal of energy and mechanics of the site. Work will include

- Replacing gas equipment with green-energy appliances
- Sourcing of certified green energy only
- Temperature control in all areas of the building
- Measurement and metering of all office space
- Motion-sensitive lighting
- Exclusive use of LEDs

- Reducing lift use through signage and staff and client behaviour change
- Reducing heat loss by increasing thermal insulation within the systems
- Implementing heat reclaim systems to reduce energy usage
- Looking at cutting-new-edge technologies to support the policy
- Integrating smart-energy management systems to improve the overall control

5. Food

Church House Westminster has looking after our planet at the heart of the way of working as well as the sourcing and cooking of food. The catering partner will commit to

- Utilising an in-house water bottling facility that uses reusable glass bottles. Water jugs will also be offered to clients.
- Sourcing seasonal and local produce, wherever possible
- Increasing the range of plant-based menu options on offer
- Procuring food from sustainable sources and only using high welfare meat
- Offering only fair-traded hot beverages
- Diverting any surplus food to the local community
- Collecting used coffee grounds, to be sent away to be made into briquettes for use as fuel and recycling used crisp packets into garden furniture utilising a Teracycle scheme

6. Materials and Waste

Our teams are trained to work in the most sustainable way possible, minimising the use of energy and production of waste wherever possible.

- All printers are set as default to print in black and white and using both sides of the paper
- All paper used in house is 100% recycled or sustainably sourced
- All paper, ink/copier cartridges, batteries and cans are recycled
- Supplies provided for clients, such as pens, note pads, flipchart paper, and coasters are all made from recycled materials
- Towels and tissues are to be made from at least 95% recycled paper
- Cleaning products are to be 94% biodegradable
- Materials used in building fabric and engineering repairs will be sustainably sourced
- All new installation for refurbishments of infrastructure materials will be responsibly disposed of by us, as well as our suppliers and contractors
- All waste that can be recycled, will be.