

# Co-operative Assistance Network Limited

## Environmental Policy and Strategy

### 1. Policy

#### **CAN commits itself to:**

1. Increase its base of knowledge, awareness and understanding of environmental issues and how these relate to its function as a consultancy and training organisation for co-operatives and social enterprises and its methods of operation
2. Minimise the negative environmental impact occasioned by its activities
3. Maximise the positive environmental impact of the consultancy and training services it provides
4. Keep record of our our efforts
5. Annually review, evaluate and report on those efforts
6. To set annual targets and budgets for action and outcomes under this policy.

### 2. Strategy

#### **1. Knowledge, Awareness and Understanding:**

1. Provide internal forum on CAN Server open to all workers
2. Ensure that there is access to training internally and/or externally for workers
3. Ensure there is an annual report published
4. Ensure there is space and time for discussion.

#### **2. Minimise the negative impacts by:**

1. Minimising travel by persuading customers and clients to accept services by electronic delivery
2. Conducting meetings by electronic means
3. Financially supporting the purchase and use of bicycles
4. Encouraging the use of public transport rather than cars by not allowing payment for any time spent travelling by car or the generation of personal profit by payment of generous mileage allowances. Such mileage allowances will never exceed those suggested in guidelines issued by HMRC as the threshold at which taxable benefit accrues
5. Providing employees with equipment, advice and interest free loans

to enable them to provide home office environments that operate at a lower negative environmental impact

6. Issuing guidelines on the use of recycled paper and refilled toner cartridges and on recycling waste.

**3. Maximise the positive environmental impacts by:**

1. Becoming an excellent example of a co-operative working to a sound environmental policy
2. Providing high quality, cost-effective and well promoted consultancy, training and auditing services that enable our customers and clients to develop excellent environmental policies, strategies, implementation plans and monitoring and reporting procedures.

**4. Keep Records by:**

1. Recording all efforts to implement the policy
2. Where possible measure the efficacy of these efforts.

**5. Review by:**

1. Producing an annual report
2. Subject the report to internal audit
3. Submit the report to Annual General Meeting for discussion
4. Publish the report as amended by Members in AGM on the CAN Web Site and invite comment and advice.

**6. Set Annual Targets by:**

1. Placing an action on Directors to set environmental targets annually within the annual business objective setting framework.

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Responsible Department: Social and Environmental Accounts

Implementation Date: 26 April 2013

Review period: 3 years

Next review due: 21 May 2022

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Agreed at Directors Meeting of 21 May 2013

Passed at Members Meeting of 26 April 2013

(with drafting amendments ratified at Directors' Meeting of 21 May 2013)