

Environmental Policy

This policy has been produced to address and control any impacts on the environment that are due to our activities.



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Glossary and abbreviations

Term used	Explanation

Cross-referenced VC documents (for internal use)

VC No	VC name

Introduction

1. The Scottish Information Commissioner recognises that what he and her staff do can have positive and negative environmental impacts in Scotland and further afield. This policy has been produced to address and control any impacts on the environment that are due to our activities.

Aspiration

2. We aspire to attain the highest environmental standards, minimising the effects on the environment and where possible making a positive contribution to enhancing the environment. The Scottish Climate Change Act 2017 presents a considerable challenge to be achieved over the long term, and we will work progressively towards this by establishing stretching short and medium term objectives.

Aim

3. Our aim is continually to improve our environmental performance and to protect the environment by reducing pollution and resource consumption, and to operate in a manner that supports and encourages the natural diversity of plant and animal life.

Objectives

4. We will:
 - (i) Minimise carbon dioxide and other greenhouse gas emissions which result from energy use, through in-house energy efficiency and the use of renewable energy
 - (ii) Reduce the consumption of resources, in particular office consumables and packaging
 - (iii) Minimise waste production by identifying ways to reduce, reuse and recycle materials
 - (iv) Purchase in an environmentally responsible manner
 - (v) Reduce the impact of travel and transport to and from her office, by encouraging the use of more sustainable transport and reducing the need to travel where appropriate
 - (vi) Support and encourage a natural diversity of plant and animal life within its grounds and premises
 - (vii) Reduce its impact on local, national and global plant and animal life
 - (viii) Seek to positively influence those who use and visit the building through communication and by demonstrating good environmental practice
 - (ix) Identify and comply with legal and other requirements that relate to the environment
 - (x) Promote best practice
 - (xi) Develop and implement management systems that will allow us to continually monitor and improve our performance with respect to the stated aims of this policy

5. The environmental policy has been agreed by the Scottish Information Commissioner and his Senior Management Team, and is dependent on the support and co-operation of all those working in, using and visiting her office to ensure its effective implementation.

Document control sheet

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Summary of changes to document				
Date	Action by <i>(initials)</i>	Version updated <i>(e.g. 01.25-36)</i>	New version number <i>(e.g. 01.27, or 02.03)</i>	Brief description <i>(e.g. updated paras 1-8, updated HOPI to HOCS, reviewed whole section on PI test, whole document updated, corrected typos, reformatted to new branding)</i>
05/12/14	KB	01.05	01.06	VI updated and Gtl updated
28/10/16	KB	01.06	01.07	Changed reference to INVU to VC, added updated DCS, updated full name of current version in DCS
28/10/16	KB	01.07	01.08	DCS updated, published on website
22/02/18	KB	01.08	01.09	DCS updated, published on website
05/06/18	HGS	01.09	01.10	Updated to refer to current Commissioner and Scottish Climate Change Act 2017 instead of Scottish Climate Change Bill – DCS also updated.
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