

Environmental Policy

“COSMIC strongly recognises its responsibility in contributing positively to the environment. This is a fundamental and integral part of the company ethos.”
We are currently working towards an Environmental Audit.

COSMIC makes the commitment to:

- Maximise recycling and re-use
- Give preference to the use of sustainable materials
- Reduce and minimise energy consumption
- Ensure COSMIC is sensitive to the local environment and its infrastructure
- Wherever possible, source goods from business's which are environmentally sustainable and preference those which are standard approved
- Be committed as individual employees to consider all our actions and their impacts on the environment. COSMIC strives to raise awareness of environmental sustainability amongst staff, customers and suppliers

COSMIC's Environmental Promise for 2007 and beyond

COSMIC's environmental policy will be implemented in a staged approach with the support of each and every member of staff.

2007 Objectives

During 2007, COSMIC aims to achieve 3 main environmental objectives:

- To send 0 % of office paper, food and cardboard to landfill by the end of the year
- To give preference to the use of sustainable materials
- To reduce electricity consumption by 10%

Overview of present Activities

- At present, recycling trays are located under selected desks. A large quantity of paper (particularly confidential company material) continues to be excluded from being recycled. Historically, there have been various levels of commitment to recycling from members of staff and the frequency and efficiency of the recycling can fluctuate with work load.

- COSMIC currently sources paper from sustainable forests (Devon Commercial Stationers Connect range). Other than business cards all stationary is printed on paper and card made from 100% recycled fibres from post consumer waste. Business cards are printed on paper produced from 75% recycled fibre.
- The majority of stationery comes from a local environmentally focused company which has BS8555 status.
- The deciding factor for most other goods is predominantly financial cost.
- There is no strict policy regarding the conservation of electricity. Computers and other hardware are frequently left turned on over night and over prolonged period of non use. (Durability of hardware and warm up times need to be considered when setting a policy around the turning off hardware)
- There is no written policy around the recycling or end use of hardware or specific consumables. Scope bags are available for the recycling of printer cartridges but these are seldom used and awareness is low.
- Cosmic are currently tied into a contract with British gas until January 2008. The present contract does not source energy from renewable sources.
- Cosmic currently owns one company vehicle, a 1.4L Citroen Berlingo. The travel needs of cosmic staff often exceed the availability of one company vehicle, at which time private cars are used and mileage is claimed. Staff are encouraged to use public transport whenever possible.

Present Electric Consumption 2003 - 2006

From	To	Days	Units	Daily Average
16th May 03	29th June 04	410	31978	77.77
23rd March 04	29th June 2004	97	7457	76.9
1st July 05	28th Sept 2005	89	5150	57.8
1st April 2006	28th Sept	181	10447	57.7
28th Sept 05	5th January 2006	99	6600	66.6
7th Jan 2006	1st August 2006	206	13818	67.07
1st August 2006	29th September 2006	59	3738	63.35
29th Sept 06	5th Jan 2007	100	6389	63.89
			Average	62.75

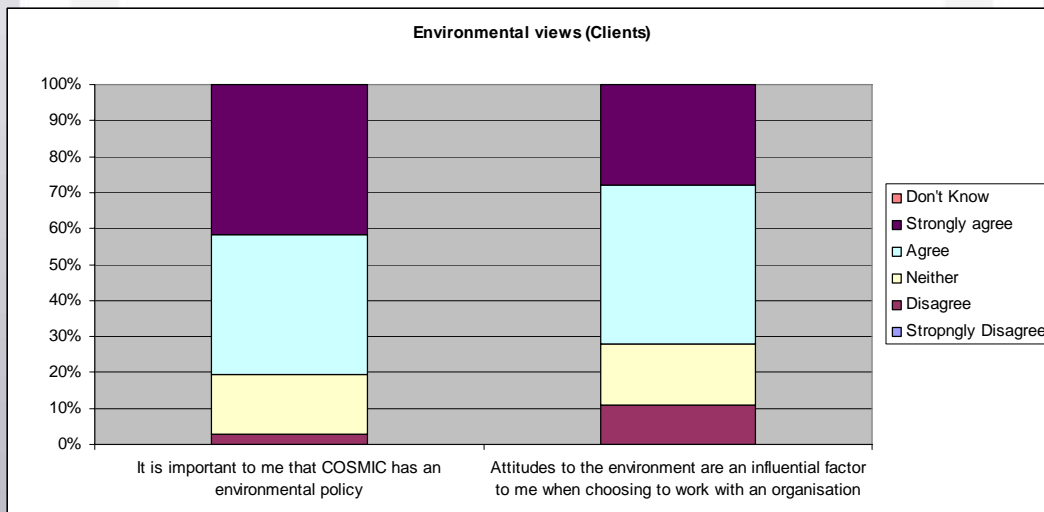
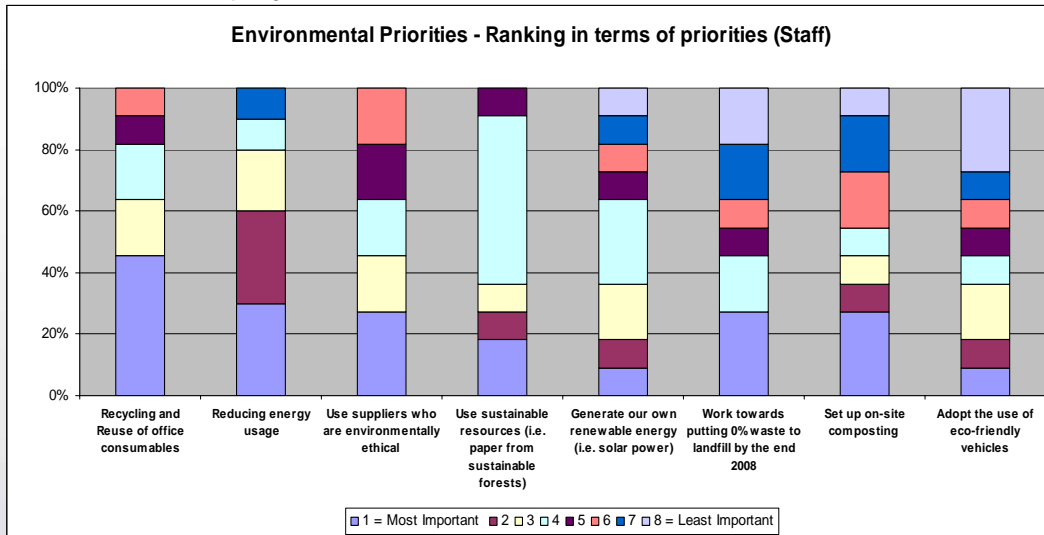
Electricity consumption during 2003 and 2004 was considerably higher due to COSMIC having a number of large onsite server computers requiring full-time services to the internet. Therefore these dates have been excluded from this evaluation.

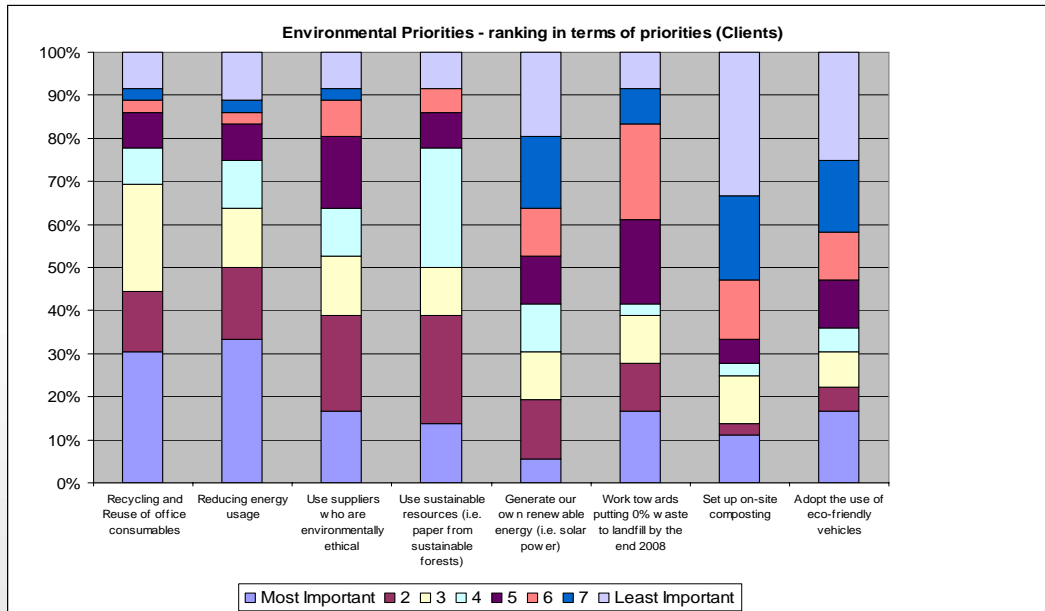
The average electricity consumption between July 2005 and December 2006 is 62.75 units per day. For a ten percent reduction Cosmic needs to decrease this by 6.27 units a day to achieve an average 56.48 daily average.

CONSULTATION

Every stakeholder was asked their views on the environmental actions that COSMIC should make a priority for the coming year.

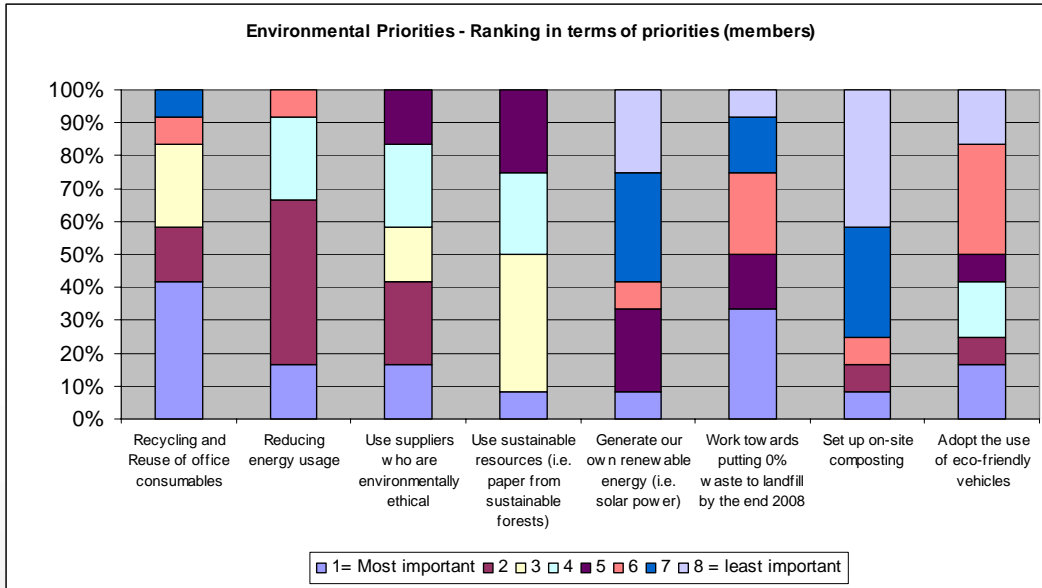
The results are displayed below.





Other comments

- "They are all very important aims"
- "Good luck!"
- "This was a difficult question for me to answer as I don't know in which of the areas listed that Cosmic could have the biggest impact. E.g. if COSMIC's annual mileage is 10,000 miles and less than 1% of waste currently goes to landfill, I would rank the former as my priority. Therefore, for me, the number one priority would be the area you could have the biggest impact in."
- "I have worked within this market for over 16 years and the environment needs all the help we can give it"
- "Tried to weigh up what was good and most likely to happen without excessive cost!"
- "All these are important in their own right but have tried to rate as they would relate specifically to Cosmic"
- "Far more important is how you support clients to be eco-friendly. The list above has marginal impact compared to that."



Results of Environmental Priorities

Priority	Results (1 = most important; 8 = least important)			
	Staff	Clients	Members	Overall
Recycling and Reuse of office consumables	1	2	1	1
Reducing energy usage	2	1	3	3
Use environmentally ethical suppliers	3	3	4	4
Use sustainable resources	6	6	7	7
Generate our own renewable energy	7	8	8	8
Work towards putting 0% waste to landfill by end of 2008	4	4	2	2
Set up on-site composting	5	7	6	5
Adopt use of eco-friendly vehicles	8	5	5	6

Recommendations and Actions for 2007

a) To send 0 % of office paper, food and cardboard to landfill by the end of the year:

- Replace current recycling trays with larger bins which are fit for purpose
- Create storage space for cardboard
- Commission a locally based recycling organisation to facilitate recycling.

- Create a composting facility and 'wormery' in the garden for food waste
- Staff awareness training

b) To give preference to the use of sustainable materials:

- Give preference to locally produced products and other products with low embodied energy content
- Preference materials with a high recycled content

c) To reduce electricity usage by 10%:

- Implement a strict policy regarding the consumption of electricity in the office with regular processes such as ensuring that non-essential electronic equipment is fully powered off at the end of the working day/week as appropriate (and empower the team to transfer their environmental commitment to their domestic environment)
- Fit light sensors where appropriate (i.e. toilets)
- Staff awareness training

Internal Auditing

A member of staff will take on the role of internal auditing. Starting on March 1st 2007 electric use and recycling will be assessed and recorded at the end of every two week period to ensure that Cosmic are achieving their objectives set for 2007.

A copy of the Energy Audit form used in 2006 is attached at Appendix 11

Anomalies

It is recognised that fluctuations in staff numbers, remote working and changes in hardware at Ridgeway House will affect the realistic comparison of electric use between one year and the next. For the sake of clarity average yearly KW usage will be used, however it is acknowledged that this may not be suitable methods in the future.

Next Steps: Considerations for Implementation in 2008

- Further steps to achieve zero waste to landfill
- Source energy from renewable power supplies
- Reduce the environmental impact of travel

Actions for consideration

- IT Hardware & Consumables – Distribution and re use of IT and other electronic hardware e.g. desktops, monitors and printers at the end of their business life. IT consumables which have no re-use value to be recycled wherever possible e.g. printer cartridges wherever facilities exist. Research has been undertaken into the use of re-fillable printer cartridges, but unfortunately these incur problems with the quality of the printing at present. These will continue to be reviewed with new advances in the technologies.

- Cleaning Materials – A move to using only environmentally friendly products in the office such as Ecover washing-up liquid and cleaner and recycled toilet paper
- Other Materials – In addition to paper, Cosmic will re-use and recycle, glass, plastic bags, bottles, tins and clothes.
- Cosmic are tied into a contract with British gas until January 2008, at which time COSMIC's energy supplier can be changed to one which meets the criteria of COSMICs environmental policy.
- To reduce the environmental impact of our business travel and staff commuting:
 - Encourage the use of teleconferencing and teleworking
 - Incentivise multiple occupancy car use
 - Encourage home working where appropriate to do so
 - Preference public transport where appropriate
 - Consider company cars which are designed with environmental awareness in mind.

Compliance

With regards to compliance, COSMIC maintains its full equal opportunities policy, health & safety policy and disciplinary and grievance procedures all of which are regularly updated and can be found in the staff and volunteer handbook. All staff that are required to work with children, young people and vulnerable adults are required to undertake a CRB (Criminal Records Bureau) check and their disclosures are kept on file. COSMIC offers flexible working practices to help its employees maximise their work / life balance.

Additionally, all legislative reporting requirements from Companies House and the HMRC (Her Majesty's Revenue and Customs) are complied as does data protection registration for all computerised records, which is reviewed annually.

Quality assurance procedures are in place and are required for COSMIC to operate as an ECDL provider. COSMIC is also in receipt of the Investors in People award, MATRIX Accreditation and is a Beacon Company.

Reflections

We feel that the recommendations identified on page *** reflect that this process has proved invaluable in terms of the company developing its services and policies for a sound and viable future. Involving stakeholders on this scale means that we can reflect on their feedback and provide services accordingly, where possible. The process has also provided a very valuable tool by which stakeholders can be informed about the scope and scale of work carried out by the company and in many cases there have been comments about the learning which continues as part of social accounting.

Communication is and continues to be one of the biggest challenges for our company at all levels and keeping stakeholders informed of all events and future plans is a theme and recommendation which comes through in this report. Any system, which enhances our ability to communicate as a company, is to be commended. Another ongoing challenge for this piece of work is the time and resources needed to prepare and produce an annual report. This is something, which the management committee will need to consider carefully in order that the impact of this work is something that will benefit the company well into the future.

Plans for Publication and Distribution

The main features of this report will be placed into a summary document, which will be circulated to all stakeholders who were consulted as a part of this process. This summary document will also be featured on our website shortly (www.cosmic.org.uk) Stakeholders will also be able to get a copy of the full report and appendices on CD Rom upon request free of charge.

A copy of the full report and accompanying appendices and evidence will be made available from our website or by phone request to anyone who wants it – at a charge of £** (which will cover the administration and material costs of its production).

Appendices

- 1. Memorandum and Articles of Association for Project COSMIC
- 2. Minutes of AGM and EGM 2006
- 3. Annual Accounts 2006
- 4. Social Audit Plan for 2006
- 5. Copies of online survey forms for stakeholder groups
- 6. Training Evaluation form sample
- 7. Staff Training Plan for 2006
- 8. Annual Appraisal form for 2006
- 9. Salary scale for staff 2006
- 10. Investors In People – Assessors Report
- 11. Publicity Features during 2006
- 12. Energy Audit Form
- 13. Child Protection Policy