

<b>TITLE</b>	<b>Sustainability Policy</b>
<b>Scope</b>	This policy covers all employees, contractors, agency and visitors to Trinity. It will be communicated to our customers, suppliers and people we do business with and wherever possible they will be asked to meet this policy as a minimum or show where they will exceed standards in their relationship with Trinity.
<b>Policy Statement</b>	<p>Environmental Sustainability is the responsibility of all members of the Trinity community, including employees, suppliers and persons working on our behalf. We have a clear vision for Trinity, with sustainability and environmental sustainability embedded as required in our strategy. Our vision is to:</p> <ul style="list-style-type: none"> <li>• Improve the sustainability of the Trinity estate, and its use</li> <li>• Enable and support Trinity people, to address Trinity's environmental impacts</li> <li>• Contribute through these actions to global environmental challenges</li> <li>• Seek to continuously improve its environmental and sustainability performance</li> </ul> <p>This Policy supports this vision and looks to Trinity to be recognised in the field of sustainability through performing at the highest levels of excellence; creating a culture of inspiration, innovation, action and trust, through engagement with its customers, suppliers and other stakeholders; and through the sustainable development and use of the estate.</p> <p>We are committed to sustainable development (meeting the needs of the present without compromising the ability of future generations to meet their own needs) as a guiding principle within our work. Concern for the environment is an integral and fundamental part of this commitment.</p>
<b>Aims and Objectives</b>	<p>Our aim is to reduce the impact on the environment from our operations.</p> <p>Trinity is committed to delivering the following objectives across its Global operations:</p> <ul style="list-style-type: none"> <li>• To have a work spaces and offices which support Trinity's academic, research and enterprise activities in a sustainable way</li> <li>• To enable, empower and support all Trinity employees and people who work with us to address our environmental sustainability impacts</li> </ul>

	<ul style="list-style-type: none"> <li>• To provide the education, advancement, dissemination and application of sustainable development</li> <li>• To maximise the wider impact of Trinity’s environmental sustainability activities at local, regional, national and international level through collaboration, partnership and communications</li> </ul> <p>This includes the implementation of an Environmental Sustainability Strategy, which recognises both our local and global impacts, and sets targets against each of our core objectives, ensuring that Trinity is working to:</p> <ul style="list-style-type: none"> <li>• prevent pollution</li> <li>• comply with legal and other requirements both to the letter and spirit of those requirements</li> <li>• reduce carbon emissions</li> <li>• reduce water use</li> <li>• minimise waste generation and optimise sustainable procurement</li> <li>• sustainably develop its offices and workspaces</li> <li>• reduce the impacts of travel and transport</li> <li>• contribute to local biodiversity</li> <li>• promote sustainable practices and improve awareness</li> </ul>
<p><b>Action Planning</b></p>	<p>We will assess the environmental impacts of our operations and set objectives and targets in order to improve our environmental performance where we can. We will regularly review these targets.</p> <p>We will:</p> <ul style="list-style-type: none"> <li>• promote responsibility for the environment within the organisation and communicate this policy;</li> <li>• implement this policy at all levels within the workforce;</li> <li>• reduce the use of energy, water and other resources;</li> <li>• minimise waste by reduction, re-use and recycling methods;</li> <li>• comply with all relevant environmental legislation/regulation;</li> <li>• ensure that our policies and services are developed in a way that is complimentary to this policy;</li> <li>• prioritise sustainability requirements;</li> <li>• encourage all people and organisations we work with to commit to the sustainable development philosophy;</li> <li>• identify and provide appropriate training, advice and information for staff and encourage them to develop new ideas and initiatives;</li> <li>• provide appropriate resources to meet the commitments of this policy; and</li> <li>• promote and encourage involvement in local environmental initiatives/schemes.</li> </ul>

<b>Key actions</b>	<p>We will:</p> <ul style="list-style-type: none"> <li>• Investigate and roll out an electronic records document management system and online services initiatives to reduce the need for paper e.g. Examiner’s tablets</li> <li>• Reinforce Senior Management Commitment through business planning and strategy</li> <li>• Improve Environmental awareness amongst staff and promote green housekeeping issues</li> <li>• Review Policy and Action Plan regularly</li> <li>• Consider ISO 14001 accreditation</li> <li>• Consider setting up Environmental Focus Groups encouraging staff to make suggestions and decisions on local site issues.</li> <li>• Review building reports and implement as many recommendations for improvement as possible.</li> <li>• Closely monitor utilities consumption for each building, travel and courier details, keeping records as appropriate (start of an Environmental Management System).</li> <li>• Where appropriate, increasing recycling options and fitting time clocks on items of equipment which are not required to be powered up 24/07.</li> <li>• Using environmentally friendly products in kitchen and toilet areas.</li> <li>• Installing light sensors and low energy LED lights where possible</li> </ul>
<b>Notes</b>	<p>This policy is owned by the Director of HR and is subject to review at the discretion of Trinity College’s Executive and/or as required by changes to legislation.</p>
<b>Effective Date</b>	<p>December 2018</p>
<b>Review Date</b>	<p>December 2019</p>