

**INVESTORS
IN THE
ENVIRONMENT**



Ecology Buidling Society

Green Level Audit Report

Report Date: **March 2020**

Address: **7 Belton Road, Silsden, West Yorkshire, BD20 0EE**

Contact: **Chris Rickerby**

Auditor Name: **Jan Maskell**

CONTENTS

Executive Summary	3
Key highlights over the past year were	3
Key areas for improvements are	3
Investors in the Environment	4
Audit Results.....	4
Section 2: Resource Usage	5
Monitoring and recording	5
Current Years Performance	6
OVERALL PERFORMANCE	6
Normalised Performance	7
Section 3: Targets	7
Section 4: Action Plan.....	8
Recycling.....	8
Travel Plan	8
Projects.....	8
Section 5 -Reporting and Communication	8
Results	9
Next Steps	9

EXECUTIVE SUMMARY

The Investors in the Environment (iie) accreditation consists of organisations working toward high-level criteria and targets, followed by an official auditing process. The objective is to identify how the Ecology Building Society is performing against agreed targets and environmental performance.

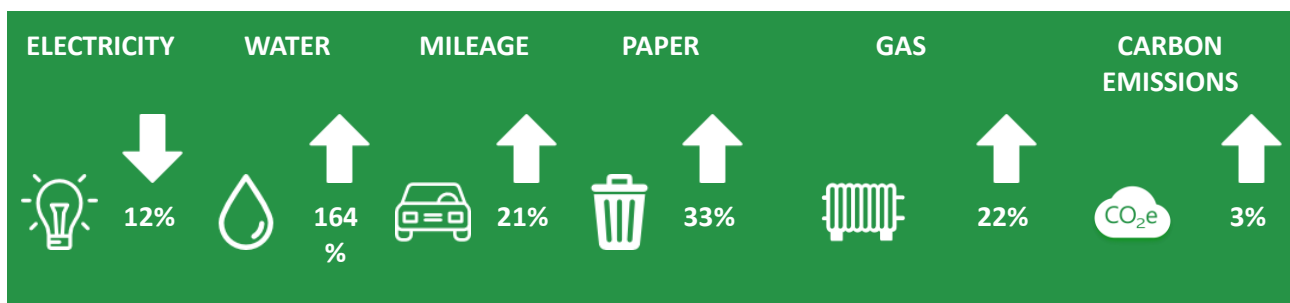
By qualifying for the accreditation, the Ecology Building Society is demonstrating the organisation's commitment to minimising its environmental impact and helping to set the standard for the environment.

KEY HIGHLIGHTS OVER THE PAST YEAR WERE

- Normalised measurements of resource use show that most areas have reduced
- Clear commitment and leadership from Senior Management
- A comprehensive Environmental and CSR policy documented and demonstrated in Company practice to employees and clients
- Excellent resource monitoring spreadsheet
- Carbon emissions are more than offset through tree planting projects
- Good range of engagement projects
- Energy audit showed areas of improvement – plans in place for 2020. These should lead to reductions in energy use for light and heating

KEY AREAS FOR IMPROVEMENTS ARE

- Aim to reduce resource use against baseline and previous years
- Plan actions to reduce business and commuting travel through a stand-alone Travel Plan
- Develop and publish a clear Sustainability Strategy to support your Policy, commitments and actions
- Measure and monitor total waste, monitoring waste to landfill targeting decrease in overall waste and in the percentage of recycling



Investors in the Environment is pleased to announce that the Ecology Building Society has achieved the **Green level** accreditation with a score of 82%.



INVESTORS IN THE ENVIRONMENT

The Investors in the Environment annual audit consist of an assessment of five key areas of an organisations Environmental Management System (EMS). These areas include:

- Environmental Policy
- Resource management and monitoring
- Progress against targets
- Action Planning including social / environmental projects
- Communication

The scope of this audit includes a review of the EMS of the Ecology Building Society main business operations, and suggestions have been made regarding future opportunities and risk to the organisations environmental practices.

The audit included examination of documentation evidence and interview with key personnel on 18th March 2020.

AUDIT RESULTS

Below is a summary of each section's performance, highlighting areas of strengths and areas for improvements. The audit included examination of documentation evidence as outlined in the audit report. A site visit was not conducted this year due to corona virus and the need to avoid unnecessary travel and personal contact. A telephone interview was conducted, and further evidence was forwarded from the organisation after the interview.

Each section of the criteria has been marked against the following. Please refer to the full audit sheet for scoring detail.

Fail	0 Points: A failing score means that this criterion has not been met nor is any progress demonstrated.
Action Needed	1 point: Action is needed to improve and should be considered in alignment with the auditor's comments and an appropriate timeline. These will be discussed during quarterly support calls to help improve.
Pass / Compliant	2 points: The criteria have been met, though there may also be suggestions to improve.
Outstanding	3 points: This criterion has been exceeded as measured against the basic iIE criteria and may demonstrate a significant improvement since the previous year or may highlight best practice.

Summary Results			
	Score	Available Score	Percentage
Section 1 - Environmental Policy	19	21	90%
Section 2a - Measuring Resource Use	11	13	85%
Section 3 - Targets	12	18	67%
Section 4a - Action Plan	35	41	85%
Section 5 - Communication	4	6	67%
	81	99	82%

SECTION 1: ENVIRONMENTAL POLICY

The Ecology Building Society's Environmental Policy Statement continues to include their commitment to reducing their environmental impact and continually improving their environmental performance. The main policy commitments focus on their activities, their wider influence, the organisation and monitoring and improvement. This includes complying with or exceeding the requirements of all relevant environmental legislation and codes of practice. It is signed by the Chief Executive and reviewed annually as recorded in the Board minutes. The Environmental Champion is named, and the policy is available to all staff on display in the building and is covered briefly in Induction training for new members of staff.

There are many positive aspects to the Ecology Building Society's environmental management and achievements. A consideration here could be the extent to which employees are engaged in the implementation of the Environmental Policy. The formation of a 'green group' with representatives from each section would help to generate ideas, take responsibility for actions, and help to implement them across the organization.

The development of a Sustainability Strategy would also bring together the elements covered in the audit into one comprehensive process and set of documents. This could also streamline the monitoring during the year and involve others throughout the organization into a coordinated process.

SECTION 2: RESOURCE USAGE

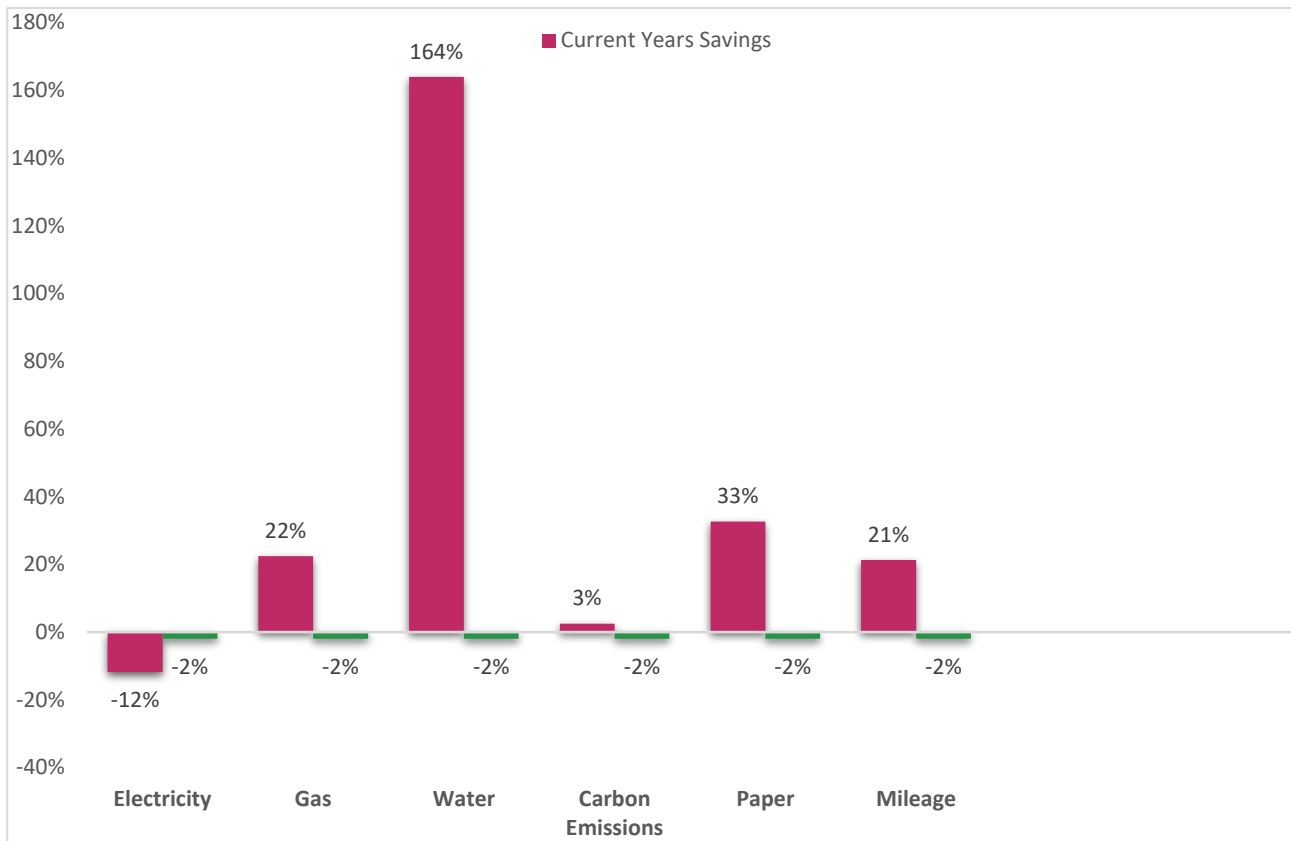
MONITORING AND RECORDING

The Ecology Building Society monitors the following resources: electricity, gas, water, paper, carbon emissions and mileage. Although there is good analysis of performance of current year's progress against the baseline and previous years with rationale of why usage may have gone up or down, this analysis could also include prediction of the next year's usage in relation to anticipated business performance.

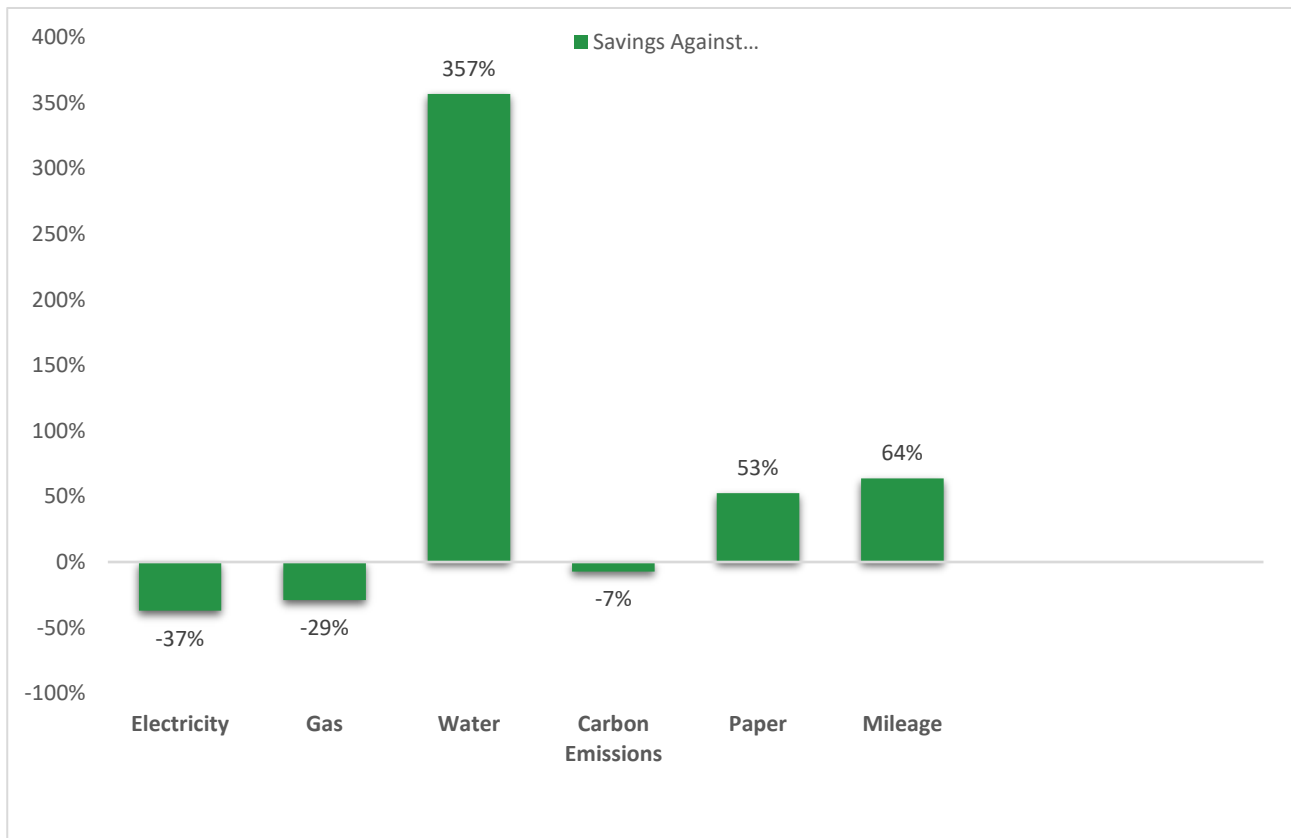
All resources are measured monthly, except for water which is carried out quarterly and paper which is recorded when replenished.

Savings against baseline measurements show improvements in both electricity and gas. The reasons for the increase in paper use are not established, and this and the increase in mileage offer opportunities for targeted reductions in the coming year.

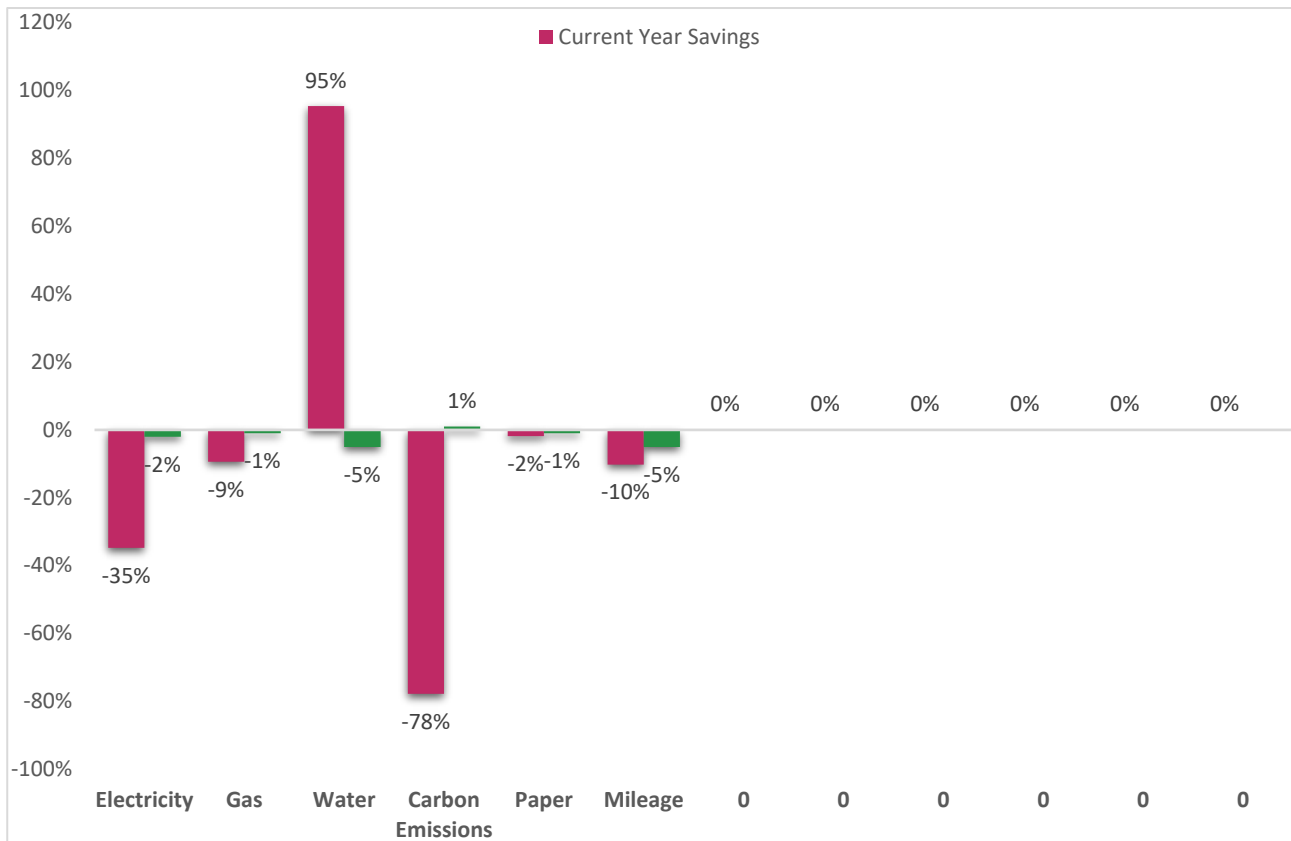
CURRENT YEARS PERFORMANCE



OVERALL PERFORMANCE



NORMALISED PERFORMANCE



SECTION 3: TARGETS

The results from the resource measurement show an increase in use of all resources against target savings for this year, except electricity. The increase use of these resources can be partly explained: a water leak has been dealt with; mileage was due to increased business sales activity. These measurements look different when normalised against net lending, although this normalisation figure can alter significantly year on year. For example, in 2018 the lending figure was lower due to restricted lending.

What is important now, is how these increases are tackled in the coming year. A key action is to share these results with employees and invite ideas of ways to improve consumption – both through the use of technology as well as changes in behaviour.

An energy audit carried out in 2019 identified a good range of actions and recommendations:

- Re-programme and re-commission Building Management System to provide better control of internal climate and improve energy efficiency of heating, mechanical ventilation and hot water.
- Install heat-pump heating unit to Meeting Room.
- Fit daylight-linked automatic switching to selected groups of lights in office areas.
- Refit draught-proofing to doors and windows where existing draught seals have failed
- Improve energy awareness amongst building users and encourage good energy “housekeeping”

These recommendations should have formed part of the actions in 2019 as the report from the energy audit was produced in April 2019. If a rolling Environmental Action Plan was developed, these could have been incorporated and therefore reviewed in this audit. The final recommendation offers a way to engage with employees about their contribution to energy use and reduction in consumption.

Although carbon emissions are shown as increasing, this is slightly misleading as the evidence is taken from the Small World Consulting report for 2018. The report is always a year behind as it is based on the information used in the accounts. This could be produced in a more timely fashion, as the accounts are

signed off in March and published in April. In their report they have amended their process and consequently their figures for 2017 for comparison. These still show an increase and there are recommendations for actions to address this, mainly around travel.

SECTION 4: ACTION PLAN

There is an Action Plan in place from 2019 covering electricity, gas, water, CO₂, paper and mileage with a record of progress against these actions and a plan for 2020. Some clearer recording of the status of these actions and date updated would be helpful and would make this a live document. Responsibility for most of the actions are with the Green Champion with some of them shared across the organisation - although the champion may be monitoring these. The implementation of a 'green team' could help with allocation of tasks, shared responsibility and involvement. The action plans contain a variety of activities - some taken from the energy audit. Employee engagement could be more clearly covered in the plan.

Additional actions on Travel, Communication and demonstrating Social Value should also be included in the plan.

RECYCLING

The company has a structure in place for recycling, segregated bins throughout the premises with clear signage. There are new bins for recycling confectionery wrappers and crisp packets.

Regular waste audits should also be carried out in order to offer further support with making reductions.

TRAVEL PLAN

A Travel Plan has been suggested in previous years. Currently, the 'travel plan' is formed through the Corporate Responsibility Statement, Company Car Policy and Expenses Policy. There is no clear Action Plan for improving travel emissions in the organisation. The only action under Mileage in the Action Plan is to 'Introduce new video conferencing system' by January 2020.

There is a section on Transport in the CR Statement which states intentions but no specific actions or targets. There is no mention of driving sustainably in the Company Car Policy (although company cars are plug in hybrid). The Expenses Policy states that 'colleagues should consider the most sustainable means of transport, and colleagues are encouraged to use public transport options', but this does not seem to be promoted or reviewed. There is no consideration of the environmental impact of air travel in the Expenses Policy, just the cost implications.

The mileage and travel incurred by the Ecology Building Society employees is already monitored and has been shown to be a significant contributor to carbon emissions. Better communication of the impact of this could be shared with employees and targets set for reducing this as part of the Action Plan.

PROJECTS

The Ecology Building Society has submitted a number of projects to address Resource Efficiency (such as on-site renewable energy generation and supply, and rainwater harvesting); Biodiversity, Environmental and Conservation (such as the Society offsetting in excess of its 2018 calculated carbon emissions through Forest Carbon); and Social, Community, Wellbeing (such as staff volunteering for cleaning Silsden and tree planting in 2019).

SECTION 5 -REPORTING AND COMMUNICATION

Two reports are issued to Board every year which report on the iiE standards, actions and plans. It is interesting to see the links to the Sustainable Development Goals (SDGs) in the report. In addition, Premises meetings take place to discuss the feasibility of new initiatives which will aid social and or environmental development.

Communications are delivered to staff in the form of e-mails and posters which are located around the building. The communications will usually include suggestions of how they can make improvements at home as well as at work. These communications include reference to the SDGs.

RESULTS

This year has seen excellent improvements in commissioning an energy audit which resulted in actions around lighting and heating and should lead to reduced energy consumption.

Further improvements can be made in developing energy awareness amongst staff and good energy housekeeping. More involvement of employees with projects throughout the year.

Overall, next year a comprehensive evidence pack should be submitted for iiE assessment and audit. Having a manual like this will make any future handover between members of staff easier with clarity on how the organisation's EMS works. This will also enable the Green Champion and other stakeholders and employees to drive forward the necessary work with a full understanding of the benefit of the EMS functions to the organisation.

NEXT STEPS

To maintain Green level accreditation, the Ecology Building Society should consider the following next steps:

- An EMS pack with all evidence needed for your Green level assessment should be compiled. This will make handover for your EMS to any future Green Champion easier and will enable the overall management of continual improvement much more streamlined.
- Revise the format of the Action Plan to make it a dynamic document, include shared responsibilities and dates when the plan is updated. This would form part of the EMS pack.
- Use the iiE Projects Matrix to show how you are working towards improving your resource efficiency, environmental/biodiversity/conservation projects, and community/wellbeing projects through the involvement of employees. This is another part of the EMS pack.
- Develop a stand-alone Travel Plan that includes actions to reduce business and commuting travel.
- Total waste should be measured and monitored, with targets for increased recycling relative to total waste produced.
- Work closely with employees to develop ways to reduce resource use. Start by sharing the results of the energy audit, your carbon footprint and resource monitoring across all employees. Emphasise the responsibility of all to contribute to reductions.
- Staff engagement projects to consider:
 - o iiE new campaigns introduced this year, starting with 'Make Plastic Extinct' campaign, which focuses on unnecessary single-use plastic
 - o Consider signing staff up to Hubbub's #FoodSavvy campaign on sustainable lunches.
 - o Take part in Zero Waste Week or host a Green Week with daily focus around important environmental topics.