



ONE PLANET ACTION PLAN

We're using the One Planet programme
to help us become a more sustainable business

BioRegional Development Group

One Planet Action Plan

Report for 2012/13



Foreword from Chief Executive



Demonstrating truly sustainable ways of living and doing business is our raison d'être.

We developed the one planet living approach and process to make it easier to understand, design and deliver sustainability.

Having a One Planet Action Plan such as this is an important part of the process and naturally we want to use it ourselves as well as make it available for others to use.

You will see in our plan that we have made some great strides and are exceeding best practice in many areas such as energy use and waste, as well as taking time to support our local environment. A key area of focus for the coming year is to implement better monitoring systems that will help us to measure our impacts, so that we can then set new targets, particularly in areas such as zero carbon and our transport carbon footprint. We are also planning to do more to support the wider community, through staff volunteering and our procurement policy. This plan is an important guide to help us to reach them and we review it during the year and publish it annually. You should find it interesting to read and it may give you some ideas for what you can do. If you have any solutions to help us do better we'd also love to hear about them.

We could not deliver on this plan without the inspired hard work of the ten one planet champions and so I'd like to take this opportunity to thank them here. Thank you.

A handwritten signature in black ink that reads "Sue Riddlestone".

Sue Riddlestone

Chief Executive & co-founder, BioRegional

Successes

In 2012 the One Planet Action Plan saw a number of successes. These key achievements demonstrate the way in which BioRegional is striving for One Planet Living within the practices and actions of the organisation. Shining examples for each principle are as follows:

| Principle | Achievement |
|--|---|
| Zero Carbon | 17% reduction in our electricity use compared to 2011. |
| Zero Waste | 23% reduction in waste compared to 2011. |
| Sustainable transport | 100% of employees use sustainable modes of transport to get to work |
| Local and Sustainable Materials | All our cleaning products are sustainably sourced and have low environmental impact. |
| Local and Sustainable Food | Provision of a vegetarian or vegan lunch for all staff |
| Sustainable Water | 9% reduction in water compared to 2011. |
| Natural Habitats and Land Use | Six staff completed wildlife monitoring in their own areas as well as at BedZED. |
| Culture and Community | Staff organised a number of skills share events including wallet making and bread making. |
| Equity and Local Economy | 2 new fair trade or locally sourced products were introduced |
| Health and Happiness | A number of social and sporting events were held including yoga sessions, a football match and cycle rides. |

Champions

The implementation of this action plan was carried by champions who were each assigned to a one planet living principle. Isabel Wreford was responsible for the coordination of the OPAP.



Zero Carbon
Joanna Marshall-Cook



Zero Waste
Ben Gill



Sustainable Transport
Anthony Probert



Local and Sustainable Materials
Tom Hill



Local and Sustainable Food
Ellen Scrimgeour



Sustainable Water
Daisy Chen



Natural Habitats and Land Use
Jennie Organ



Culture and Heritage
Isabel Wreford



Health and Happiness
Stephen Edwards



Equity and Local Economy
Freya Seath

Zero Carbon

The zero carbon principle involves saving energy through behavioural change, making buildings more energy efficient and delivering all remaining energy demand through renewable energy.

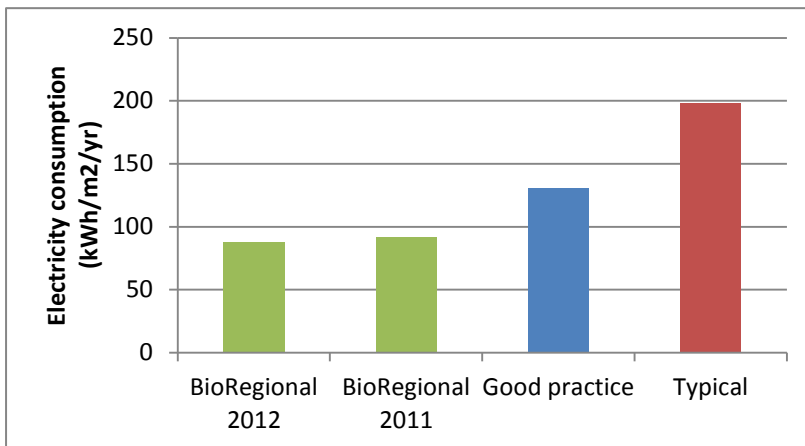


Progress to date

BioRegional already has very low energy consumption because we are based at BedZED (low energy building design). Our staff are also aware of the need to reduce energy use. The PV cells at BedZED are designed to produce 20% of the site's electricity. The remainder of our energy comes from fossil fuel sources.

Achievements in 2012

During zero carbon month we ran a switch-off campaign to remind staff to switch off their monitors at lunch and during meetings and to use the sleep function more. Staff were rewarded with fairtrade organic chocolate if they remembered to do this.



The chart shows that we use significantly less electricity than the Carbon Trust's good practice target and that we have reduced our electricity consumption by 4% compared to 2011. We currently use 925kWh/employee/year, down 17% from 2011.

Targets and Indicators

| Target | Indicator | 2011 level | 2012 level |
|--|---|------------|------------|
| Reduce our electricity consumption to 1000 kWh/employee/year | kWh/employee/year | 1,121 | 925 |
| To establish accurate heat monitoring for BioRegional | Able to measure kWh of heat used per day and then establish a target. | | |

Actions for 2013

In 2013 we will be concentrating on the heating system at BedZED, installing controls on our radiators and fixing the heat metering. We are also undertaking a refurbishment of the office in 2013, as part of this we will be looking at how to zone the lighting and whether we could upgrade to LED lighting.

Zero Waste

The waste principle involves reducing waste that arises, reusing where possible, and ultimately sending zero waste to landfill.

Progress to date

We are able to recycle a wide range of items at BedZED. The challenge is communicating what can and can't be recycled clearly and consistently throughout the office, and encouraging people to reduce and reuse waste where possible. We are good at reusing envelopes and single-side printed paper, composting on-site and have a lunch club which cuts down private lunch packaging.



Targets and Indicators

| Target | Indicator | Level prior to 2012 | 2012 level |
|--|--------------------------|-------------------------------------|------------|
| Reduce waste to 40kg/employee/year (0.83 Kg/employee/week) | Kg/employee/week | 1.4 (2011) (Baseline 2007= 1.2) | 1.1 |
| Increase recycling and composting to 90% by weight | % recycled and composted | 81% (2011) (Baseline 2007= 84%) | 79% |

Achievements in 2012

In 2012, we undertook an annual waste audit alongside various awareness raising activities and a bin review. The audit found that we produced 23% less waste than 2011, producing around 1.1kg per person per year and diverting 79% from landfill. Sutton Council now recycle yogurt pots, aluminium foil and plastic food trays, so this will help to increase our recycling rate even further. The amount that we recycled or composted went down slightly from 2011. However, this is likely to be a result of producing less waste and, so the residual is more likely to be non-recyclable.

Activities included a stationary amnesty and local litter pick, where chocolate prizes spurred pickers to collect 17kg of litter.

Actions for 2013

We will again undertake the annual waste audit to see how we are performing against our reduction, reuse and recycling targets. Having decreased our waste production last year, we are working towards our 2015 Common International Companies Target of 90% diversion from landfill and 30% reduction in waste generation by 2020 (against 2011 baseline).

We will then work 'behind the scenes' to replace our scruffy and confusing bins with matching ones with clear and consistent messaging, that make it easy for staff to recycle more. At the end of the month, we will launch the new bins with a reminder on what goes where, and reveal the audit results.

Sustainable Transport

As transport is the second largest component of BioRegional's ecological footprint, it is an area of critical importance. The sustainable transport principle aims to encourage low carbon modes of transport and reduce the need to travel.



Progress to date

BioRegional has undertaken a variety of measures to reduce its transport impact including: teleconferencing, financial incentives for cycling to meetings, and a Cycle to Work scheme that enabled five staff to purchase tax free bicycles. Staff and visitors have access to a shower and secure cycle parking facilities. Staff can also make use of a bike pool and the City Car Club located at BedZED. Further measures that have been carried out include transport seminars, classes on bike maintenance and cycle confidence, a walking home from work event and encouraging employees to sign a transport pledge. No members of BioRegional staff drive to work, all either walk, cycle or use public transport.

Targets and Indicators

| Target | Indicator | Level prior to 2012 | 2012 level |
|--|---|--------------------------|--------------------------|
| Increase the number of people who cycle to work | Number of people who cycle to work | 9 out of 33 people (27%) | 5 out of 30 people (17%) |
| Maintain 100% record of people using sustainable methods to travel to work | Number of people who use sustainable methods to travel to work | 35 out of 35 | 30 out of 30 |
| New for 2013: Establish a baseline footprint for BioRegional's commute | Be able to measure total CO ₂ emissions of staff commute | | |

Achievements in 2012

In 2012 we maintained our record for all staff travelling to work either by walking, cycling or taking public transport. There has been a reduction in the number of cyclists, mainly due to some of our new staff living further away from the office. The train and the tube were the two main modes of transport used for business related travel. To promote cycling we had an after work cycle ride down the Wandle and four bikes were serviced during the bike maintenance. We also purchased a new folding pool bike to allow staff to use the bike on longer journeys.

Actions for 2013

In 2013 we will:

- Repeat the travel survey to monitor trends
- Calculate the carbon footprint of our commuting and benchmark it. From this, we will set a target.
- Automate the CO₂ calculations for business travel linked to expenses
- Update our policy regarding domestic and short haul travel.
- Update our induction processes for new staff to include the cycling facilities and cycle to work scheme

Sustainable Materials

The sustainable materials principle involves using sustainable and healthy products, for example those with low embodied energy that are sourced locally and made from renewable or waste resources.



Progress to date

BioRegional achieved Gold under the Mayor's Green Procurement Code in 2009. We used only local, recycled and recyclable paper for our printing needs and only buy equipment with an EPEAT rating of Silver or Gold or from a green supplier that exceeds EPEAT requirements. For our office we bought second hand furniture and chose natural, low-impact paint. The kitchen was refurbished using 100% FSC certified wood.

Targets and Indicators

Target

New for 2013: Develop a rigorous system to assess the sustainability of our products, to help make informed decisions about purchasing.

Achievements in 2012

In sustainable materials month 2012 the actions below were undertaken in order to increase staff awareness about making sustainable consumption choices:

- A seminar on sustainable materials
- An annual audit of cleaning products
- A craft class create useful or decorative items out of recycled or reused materials.
- A photo competition to find the oldest appliance that staff still use
- A stamp collection for charity

The audit of cleaning products found all products to be sustainably sourced. The craft classes enabled staff to learn how to repair damaged clothing and develop a new skill. The oldest entry in the photo competition was a 1940s hand drill! Collecting stamps for charity is an on-going activity and the number of bags of stamps donated is monitored.

Actions for 2013

In 2013 we will be developing a spreadsheet to monitor how sustainable the stationary, furniture and cleaning products purchased are. Once it has been tested, it can become a quantitative procurement sustainability monitoring tool. The spreadsheet will award points for recyclability, UK manufacture, toxicity etc.

Local and Sustainable Food

The local and sustainable food principle emphasises sustainable and humane agriculture and farming, with everyone having access to nutritious low impact, local, seasonal and organic food. Efforts are also concentrated on reducing food waste.



Progress to date

BioRegional has its own food policy, with the following commitments:

1. Purchase as much local food as possible, and develop links with local producers.
2. Minimise the consumption of dairy, all meals/catering are vegetarian, and often vegan.
3. Purchase the majority of fresh ingredients according to what is in season.
4. Ensure food provided minimises negative impacts such as deforestation.
5. Minimise consumption of processed foods which have a high ecological footprint.
6. Strive to minimise packaging in line with zero waste.

We provide staff with a vegetarian lunch-club using local produce. We buy soya milk and organic dairy milk for use in teas and coffees.

Targets and Indicators

| Target | Indicator | Level prior to 2012 | 2012 level |
|--|---|---------------------|------------|
| Keep lunch club local and organic | Proportion of lunch ingredients which are local and organic | Not measured | 80% |
| 100% of the food sourced by BioRegional complies with our local and sustainable food policy. | Proportion of food orders that comply with our food policy. | Not measured | 90% |

Achievements in 2012

In 2012 the following actions were carried out in order to promote local and sustainable food:

- Comments and feedback on BioRegional's food policy
- 'Try something new' activity
- The most unusual vegetable competition
- Vegan and British only lunches
- Herb and plant growing session

Actions for 2013

In 2013, we will undertake the following actions:

- Our food sourcing policy will be updated working in conjunction with the HR and Finance team.
- Develop a strategy to ensure that staff at BioRegional continue to be able to enjoy healthy, tasty meals that are made using local, sustainable ingredients.
- Run a series of events to promote interest in local and sustainable food

Sustainable Water

The sustainable water principle strives for universal access to safe drinking water and sanitation. The focus of the principle is on using water more efficiently in farming, buildings and in the products we buy.



Progress to date

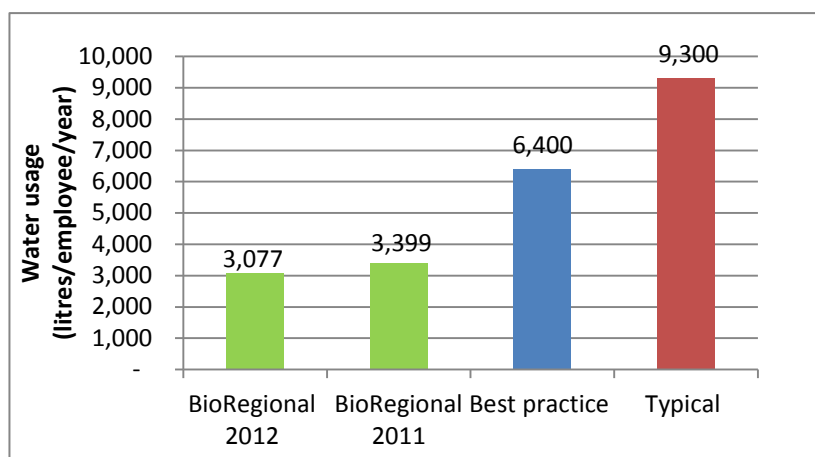
Due to the water-efficient design of BedZED, water use in the office is reduced, for example, through aerated taps and dual flush toilets. We also have (aerated) showering facilities available for cyclists. In 2009, we replaced the old dishwasher with a more efficient model. We only use tap water in the office and meetings, and generally require this to be the case for meetings we organise in external venues.

Targets and Indicators

| Target | Indicator | Level prior to 2012 | 2012 level |
|--|---|---------------------|------------|
| Year on year reduction in office water use | Litres per full time equivalent employee per year | 3,398 | 3,077 |

Achievements in 2012

In 2012, we focused our effort on promoting food with a low water footprint. We ran a World Water Day awareness campaign in which over 50% of employees watched a UN water campaign video highlighting the issue on water and food security. We also hosted a water efficient lunch special (vegetable curries) to promote meals with low water footprint among staff. In addition, we ran a water footprint quiz where staff were invited to guess how much water is in a variety of food we eat.



The chart shows we used significantly less water in our offices than the Environment Agency's best practice for offices – 6,400 litres/ person. We currently use 80 m³ of water per year (3,077 litres per employee). This is a reduction of 9% from the 2011 level.

Actions for 2013

In 2013 we will:

- Do a general 'health check' on all water taps, pipes and toilets, to make sure there are no leaks.
- Clean the swale in front of our office to make sure that it is functioning properly.
- Put together an up-to-date case study on water use in BedZED
- Hold a seminar on water use with an external speaker – update on latest issues

Land and Wildlife

The natural habitats and land use principle aims to protect and restore existing biodiversity and natural habitats.

Progress to date

BedZED's buildings have sedum roofs and 17 different species of spiders were found to be living there¹. The site has a grassy ditch running along the front to deal with water run-off, another place that can encourage biodiversity.



Looking outside of the estate, a plan for the Wandle Valley Nature Reserve has recently been launched which will create a large nature reserve a short distance from our offices, which BioRegional actively supports. We also advertise bi-monthly local conservation activities and carry out additional wildlife surveys and have developed our 2010-12 Biodiversity Action Plan.

Targets and Indicators

| Target | Indicator |
|--|---|
| Enact BioRegional's Biodiversity Action Plan | <ul style="list-style-type: none">• Planting hedges and installing bird boxes for tree sparrows and other birds• Installing bee hotels on the south side of the estate – completed in 2011• Clearing the ditch to create a better habitat – completed in 2011.• Planting more flowers which attract butterflies.• Installing bat boxes. |

Achievements in 2012

In 2012 we held lunchtime wildlife monitoring sessions and six staff went on to undertake wildlife monitoring in their area. We also had a Photography Competition, a trip to the Ecology Centre Gardens in Carshalton and a Seminar entitled 'How to manage your outside spaces for wildlife'. BioRegional also joined the Beddington Farmlands and the Beddington Farm Bird Group. Finally we ran some insect house building workshops for solitary bees and lacewings as part of implementing our Biodiversity Action Plan.

Actions for 2013

In 2013 we will continue monitoring the targets set out in the BioRegional Biodiversity Action Plan (BAP). Our current BAP runs to 2012 and we will look to update and build on this in 2013. We will continue to support local priority species through habitat creation and interact with local stakeholders including Beddington Farmlands Bird Group.

¹ <http://www.iob.org/downloads/880.pdf>

Culture and Community

This principle involves respecting and reviving local identity, wisdom and culture. It also strives for access to education for all. Its principal methodology is to value and encourage the involvement of the community in shaping their community and their lives.



Progress to date

BioRegional encourage employee cultural participation and employee-led hobbies and skill sharing. Past popular activities have included crafts, guitar playing, football and language learning, all of which contributes to a lively and motivated office.

Two of our projects, Carshalton Lavender and BioRegional HomeGrown charcoal, have sought to protect and enhance local culture and heritage. We work with the local community in Hackbridge, for example, with the Neighbourhood Development Group on their Neighbourhood Plan.

A number of events surrounding the culture and community principle have been held prior to 2012, for example, a celebration of Chinese New Year and fifty years of Jamaican independence.

Targets and Indicators

| Target | Indicator | Level prior to 2012 | 2012 level |
|---|---------------------------|---------------------|------------|
| Four skill/ culture-sharing events per year. | Number of events per year | 4 | 5 |
| Two seminars per year on topics which are not directly related to our work. | Number of seminars held | 2 | 2 |
| One project that seeks to directly benefit the local community. | Number of projects | 1 | 1 |
| New for 2013: 60 hours of volunteering on community-led projects | Hours | 0 | 0 |

Achievements in 2012

The actions undertaken as part of culture and community month 2012 were:

- Skill/culture sharing events: Wallet and bread-making workshops, a summer solstice Wandle bike ride, a trip to Wimbledon tennis championships and an Easter egg hunt.
- We had two seminars – one on the history of art, and another on holistic farming practices.
- We also had BioRegional's annual away day at Herne Hill Velodrome to celebrate the Olympics.

Many of our staff already volunteer in different ways through mentoring, taking part in fundraising events and providing pro-bono advice to name a few. However, we would like to capture this more formally at BioRegional and to provide opportunities for staff to volunteer locally in the coming year.

Actions for 2013

In 2013 we will:

- Establish a volunteering scheme for staff by communicating with local community groups
- Run a walking tour of Hackbridge for BioRegional staff to understand its history and heritage

Equity and Local Economy

The equity and local economy principle is about creating strong, diverse local economies that meet peoples' needs and support fair employment and international fair trade.



Progress to date

Where available we always buy the following fairtrade products for the office- tea, coffee, sugar, hot chocolate, biscuits, peanut butter and rice. Every year during Fairtrade Fortnight we review our ordering of fairtrade products and introduce at least one new product. BioRegional also ensures that one event takes place to celebrate Fairtrade Fortnight, to make staff aware of the importance of buying ethically and fairly sourced products.

To support the local economy we buy all of the vegetables for our lunch club from a local greengrocer and for all other products we try to use local suppliers as far as possible. BioRegional also now has a local activities notice board to encourage staff to participate in events in the local area.

Targets and Indicators

| Target | Indicator | Level prior to 2012 | 2012 level |
|---|--|---------------------|------------|
| Introduce two new fairtrade products each year | Number of new fairtrade products introduced within one year | 2 | 1 |
| Advertise two local activities in the office per month | Number of local activities which are advertised each month | 0 | 3 |
| New for 2013 | Percentage of products sourced from the area local to BedZED | | |

Achievements in 2012

In 2012 the following events and activities were held:

- Our lunch club cook is now mostly baking bread using local flour and organic ingredients.
- Fairtrade chocolate and banana baking competition and the introduction of fair trade peanut butter following a review of products used in the office.
- Celebration of International Women's Day with a quiz about female pioneers around the world.
- Local business mapping to encourage staff to use local businesses, in collaboration with BioRegional's greening local businesses project .
- Conducted a rigorous disabled accessibility survey for BedZED tours and implemented necessary improvements.

Actions for 2013

In 2013:

- Our priority will be to establish an ethical procurement plan for BioRegional, which will go beyond the current fairtrade sourcing targets and will ensure all procurements by the organisation are fair and equitable. This plan will be reviewed each year during Equity and Local Economy Month in March.
- Celebrate Fairtrade Fortnight and International Women's Day.

Health and Happiness

The health and happiness principle aims to encourage active, sociable and meaningful lives to promote good health and wellbeing.



Progress to date

We conduct a staff engagement survey every year. We have a commitment to providing high quality training for our staff to enable them to do their jobs to a high standard. These formal training sessions are supplemented by our monthly seminars, team away days, and two whole office away days a year, one focussing on business planning, one on team-building.

Targets and Indicators

| Target | Indicator | Level prior to 2012 | 2012 level |
|---|---|---------------------|------------|
| Organise a minimum of six social events for staff | Number of activities per year | 6 | 8 |
| Provide monthly games/sporting activities for staff | Number of activities per year | 6 | 10 |
| Improving our employee engagement and staff happiness levels. | Achieving a Grand Mean score of 4.15 or higher in the Employee Engagement Survey with an 80% response rate. | 3.76 | 3.86 |

Achievements in 2012

In 2012 our staff engagement survey showed that our levels of staff engagement and happiness had increased compared to 2011. The increased scores were because staff felt that they contributed to the goal and mission of BioRegional, and that they were cared for and respected by their managers. They also thought that their fellow employees were committed to doing quality work.

A number of events and activities were held to promote health and happiness and BioRegional including:

- We ran a number of training sessions for staff including on line management and advanced presentation skills.
- We screened some short comedy films to lunch time to keep up staff spirits in January.
- A happiness quote competition was held, the winning quote was "Thousands of candles can be lit from a single candle, and the life of the candle will not be shortened. Happiness never decreases by being shared."
- We organised lunch time yoga sessions, football matches and cycle rides for staff to encourage exercise as well as our annual away day which was the BioRegional Olympics.
- A number of our staff have participated in sponsored events, including Hayley (our Head of Sustainable Business) who cycled from London to Lille with the B&Q team, which raised over £7,000 for Children in Need.

Actions in 2013

In 2013 we will be taking the following actions to improve the health and happiness of our staff:

- We will be reviewing organisation wide training needs, and developing a programme of training that will cover management techniques, technical sustainability skills and delivering workshops and training.
- Organise inter-company sports matches and lunch-time fitness sessions for staff
- Investigate occupational therapy for staff
- Investigate buying a table tennis table for staff to use at lunch time
- Organise blood donation sessions for staff