



NTIA

Sustainability Action Plan

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Introduction

The vision is to develop an action plan that is suitable to the organisation's needs. In doing so we will become an organisation that procures, operates, manages and uses its resources efficiently. The principles of sustainability must be integrated into working practices which improve the surrounding environment for both employees', and the public.

The action plan attempts to improve the sustainability of NTIA by bringing together all areas of operation which if managed effectively will produce improvements upon the environment friendly culture within the company.

Sustainability is not just about recycling, it involves the whole company process to reduce waste, as well as impact to the environment. Improving awareness across the group is a great way to assist the company's aim in sustainability.

The plan concentrates on six areas identified as the biggest impact to the business.

- **Waste** - Using less scarce resources and recycling
- **Energy** - Using less electricity, Gas and focusing on cleaner alternatives
- **Water** - Using less, reducing leaks, reducing bills
- **Sites** - Developing the estates managed by NTIA to improve operational performances
- **Travel** - Reducing unnecessary trips, incorporating sustainable alternatives
- **Procurement** - Environmental considerations will all purchases or the supply chain

Waste

- To achieve a 30% reduction in total consumption over 5 years
- All paper to be derived by at least 50% post-consumer waste by December 2026
- All sites have an active waste management plan, with preference to recycle over general waste.
- Work with an eco-friendly company who are licensed to recycle Waste Electrical and Electronic Equipment
- Preference for digital based documents, though if printing is required, double sided documents are mandatory

Energy

- No site currently uses gas
- Source at least 10% of electrical requirements from renewable sources by 2024
- Improve energy efficiency of the sites
- Improve culture to ensure that equipment not currently used is switched off.

Water

- Setting regular tests to check for leaks on site (By checking at the end of the workday on a Friday, and beginning of the workday on a Monday) for major differences on the meter.)
- To reduce water consumption
- To promote the use of drinking water through mains supply.

Sites

- Implement an environmental management system ISO14001 by December 2026
- Ensure that refurbished buildings have sustainable development considerations during all stages.
- Consider potential for improving the sustainability of existing sites.

Travel

- Monitor data for business mile travels setting up plans to reduce these annually while accounting for the increase in staff.
- Do not discourage the use of public transport, by making sure it is considered in all travel plans ensuring that COVID 19 guidelines are followed
- Promote cycling to work with cycling to work scheme
- Promote Car-pooling to work, and to meetings, however, COVID 19 guidelines must be adhered to

Procurement

- Identify current procurement processes and contracts to rank products and suppliers.
- Work with key suppliers and try to bulk in larger set orders and stores, to save delivery costs.
- Develop a sustainable procurement policy which is aligned to the group working practices and considers the supply chain process.
- Embed the new sustainable procurement policy into the groups organisation by reviewing all purchasing methods and suppliers by December 2026

Monitoring and evaluation

The Senior management team will monitor and evaluate the progress of the policy and this plan, improving the plan was reasonably practicable. The senior management team will understand the impact of sustainability on the business and the environment as well as challenge any risks to the processes identified within the plan.

- Sustainability to be managed effectively by the Senior management team at minimum once a month during Senior Management Team meetings as an ongoing item on the agenda.
- A framework for feedback and to encourage the adoption of best practice will be established for all building users.

Implementation

NTIA will ensure that this action plan is developed and implemented in full consultation with its employees and stakeholders and that the contents of the document are both communicated to all concerned and kept up to date. As this is a shared objective of everyone within the group, it is imperative that key personnel are aware of their responsibilities in supporting and meeting this plan.