



BioRegional

BioRegional Development Group

One Planet Action Plan
April 2009-10



ONE PLANET ACTION PLAN

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

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Foreword from Executive Director



Climate change is the biggest single challenge facing our planet. BioRegional are serious about meeting this challenge both through our projects, and the way we work.

We are committed to applying the one planet living principles throughout our group.

It's not just about being green for its own sake; it's about protecting our quality of life. It's about reducing congestion and pollution, saving money through energy and water efficiency, protecting and increasing our green spaces – the list goes on. It's about the needs of our children and future generations.

This plan helps us play our part in protecting our environment and using the earth's resources more wisely.

There is a lot of work to be done and we have set ourselves some tough targets. This plan is an important guide to help us reach them.



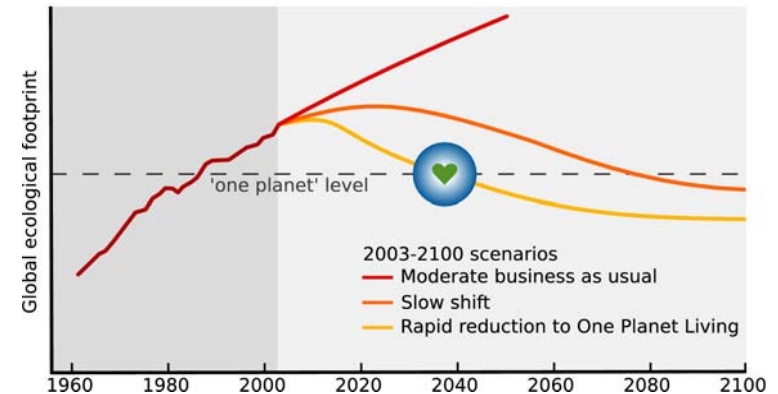
Sue Riddlestone
Executive Director, BioRegional

Introduction

One planet living is a vision of a sustainable world where people lead healthy, happy lives within their fair share of the earth's resources. We are demonstrating our commitment to this vision by implementing this action plan, so that we embed sustainability in our organisation's culture and mission.

Global Footprint Network and WWF's Living Planet Report shows how the rate at which people are consuming natural resources and polluting the environment, our "ecological footprint", is rising exponentially. In the last 40 years our ecological footprint has increased by around 150%. Left unchecked, this rise will undermine the foundations of life for hundreds of millions of people around the world – access to water, food production, health and shelter.

BioRegional runs the One Planet Living programme - a movement that aims to create a 'tipping point' by 2012 where current unsustainable trends are reversed. The 10 principles of One Planet Living (as laid out below) can be used as a framework to take action for a sustainable future.



Zero Carbon	making buildings more energy efficient and delivering all energy with renewable technologies	Sustainable Water	reducing water usage in buildings and in the products we buy; tackling local flooding and water course pollution
Zero Waste	reducing waste arisings, re-using materials where possible and achieving zero waste to landfill	Natural Habitats and Wildlife	protecting and expanding old habitats and creating new space for wildlife
Sustainable Transport	reducing the need to travel and using low carbon modes to reduce emissions	Culture and Heritage	reviving local identity and wisdom; support for and participation in the arts
Local and Sustainable Materials	using local products that have a low embodied energy	Equity and Fair Trade	inclusive, empowering workplaces with equitable pay; support for local communities and fair trade
Local and Sustainable Food	reducing waste and eating low meat, local, seasonal and organic diets	Health and Happiness	encouraging active, sociable, meaningful lives to promote good health and well being

How the action plan works

Anna Francis and Ben Gill lead on the implementation of this action plan, supported by champions for each one planet living principle:

Zero Carbon	Amy Hammond
Zero Waste	Matt Sullivan
Sustainable Transport	Anna Francis
Local and Sustainable Materials	Angela Roberts
Local and Sustainable Food	Seeta Rajani & Claire Murden
Sustainable Water	Phil Shemmings
Natural Habitats and Wildlife	Jennie Organ
Culture and Heritage	Cara Whelan
Equity and Fair Trade	Tom Chance
Health and Happiness	Sam Smith

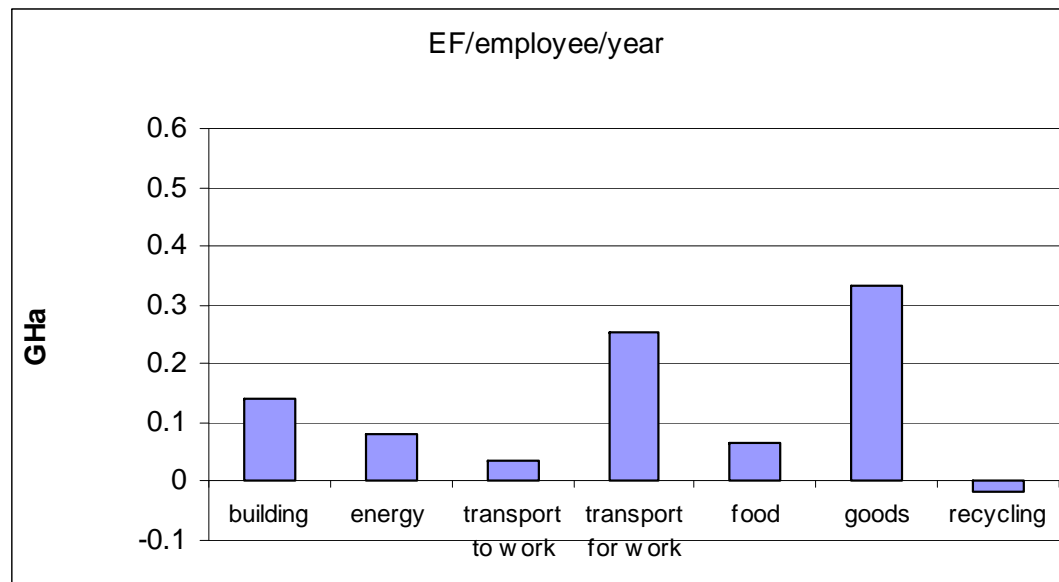
Anna and Ben update this plan annually, and provide a summary for BioRegional's annual report. Progress and new initiatives are reported on at Project Updates, with time given over to more detailed discussions of particular principles or cross-cutting issues.

Procurement is coordinated by Angela Roberts (general office), Claire Murden (food and kitchen) and

BioRegional's ecological footprint

In 2007/08 BioRegional's UK office footprint was calculated to be approximately 48.3gha, which equates to 1.84gha per full time equivalent staff member; this includes the impact of goods, transport to and for work, the building footprint, energy and some food. Whilst this footprint compares very well to many of the best practice standards for organisations of our size, given that the One Planet level is 1.8gha per person for all activities, it is clear that we will need to do further work towards reducing our impact to the sustainable level.

The table below outlines the main components of our footprint. It is worth noting that the food element only includes light refreshments such as tea, coffee and milk etc. (the impact of food is explored in further detail later in the document). As can be seen, procurement and transport for work are our biggest impacts.



Our top priorities

This page picks out a few quick wins and cross-cutting long term priorities on which we will focus. The following pages display the full plan.

Five top action points

1. Refresh our policies both for internal use and when tendering for work, e.g. environmental policy, procurement policy, etc.
2. Consolidate work in countries and establish offices to reduce the need for UK employees to fly out to meet potential clients etc.
3. Make the most of our BedZED allotment space the whole year around, and possibly take over some of the vacant troughs;
4. Work with Peabody to install a renewable source of heat at BedZED
5. Encourage more people to take part in the football club and/or other sports over the summer

Highlighted successes from the past year

- Monitoring of ICT and kitchen equipment, leading to changes to some of our suppliers
Installing new energy monitors to track our energy use from all office activities, leading to changes to some of our suppliers.
- Developing procurement practices which have led us to gain the gold standard from The Mayor's Green Procurement Code.
- Providing a more efficient lunch club system with local vegetarian and vegan lunches and minimum wastage.
- Appreciating our natural spaces by visiting a London creek and developing bush craft skills as part of a team building exercise.
- Contributing to the local community by volunteering at local events such as Hackbridge Carnival and weeding the community lavender fields.
- Starting a one mug pledge – each member of staff keeps the same mug all day to reduce washing up.

Our One Planet Action Plan

The following sections cover the action plan in detail for each of the 10 one planet living principles. For each principle we address:

Targets	based upon the Common International Targets for One Planet Companies, devised by BioRegional. Each target has an accompanying indicator, monitoring mechanism and baseline (starting point), where we have it.
Actions	that we can take to try and reach our targets, with the person or team assigned to be responsible for each, an indication of the cost implications we expect, any comments and the deadline

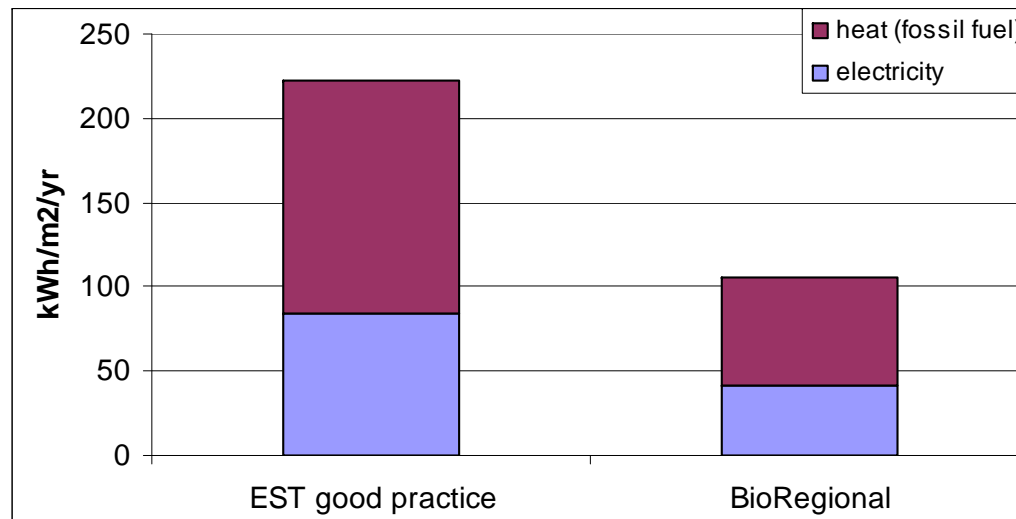
We have used the following symbols for the cost implications:

- £ √ – Saves us money
- £ 0 – Cost neutral
- £ X – Small cost implication
- £ XX – Significant cost implication
- £ X√ - Small short-term costs but long-term savings

Zero Carbon

Making buildings more energy efficient and delivering all energy with renewable technologies

BioRegional already performs very well because it is based at BedZED. Our staff are also more aware of the need to reduce energy use, so are more likely to turn lights and equipment off when they aren't being used. The 2007/08 chart below shows that BioRegional uses significantly less energy than the Energy Saving Trust's best practice target.



Although approximately 20% of BedZED's electricity comes from the solar PV panels, the remainder of our energy is from "brown" sources. We are going to do all we can this year to regain a zero carbon supply of heat by helping Peabody to install a biomass boiler in place of the redundant CHP.

Target	Monitoring	Indicator	Baseline
Reduce energy consumption to under 100kWh/employee/year by end 09/10	Utility bills	kWh/employee/year	105 (07/08)
Make progress towards generating all our heat with on-site renewables	-	100% renewable	0% (08/09)

Action	Who	Cost	Comments	Deadline
Work with Peabody to install a renewable source of heat at BedZED	Sue, Benoit, Alastair	£ XX	In progress	April 2010
Persuade Peabody to buy green electricity for BedZED	Matt Sullivan	£ 0	In talks with Residents Association	April 2010
Put "turn it off!" stickers on monitors and other equipment left on unnecessarily	All staff	£ √		Ongoing
Only purchase desktop PCs that use <45W and laptops using <25W	Shafique Kumbay	£ √		Ongoing

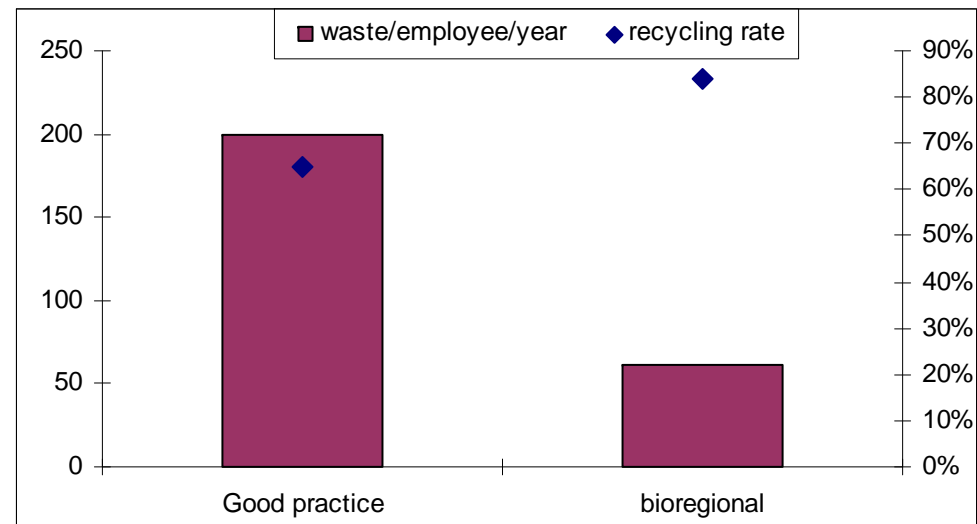
Zero Waste

Reducing waste arisings, re-using where possible and zero waste to landfill or mass incineration

BioRegional conducted a waste audit for the office in 2007. The audit found that each BioRegional worker is producing approximately 1.18 kg of waste per week. This compares to a 1994 study of London offices which suggests 3.6g kg per worker, per week, and a more recent study of the financial services industry which suggest 9.54 kg per worker per week. The main waste streams in the bin were non-recyclable plastics and food waste.

We have achieved 84% diversion from landfill.

Recycled	62%
Compost	23%
Landfill	16%



Target	Monitoring	Indicator	Baseline
Reduce waste to 40kg/employee by end 09/10	Waste audit	Kg/employee/year	55 (07/08)
Increase recycling and composting to 90% by weight by end 09/10	Waste audit	% recycled	84 (07/08)

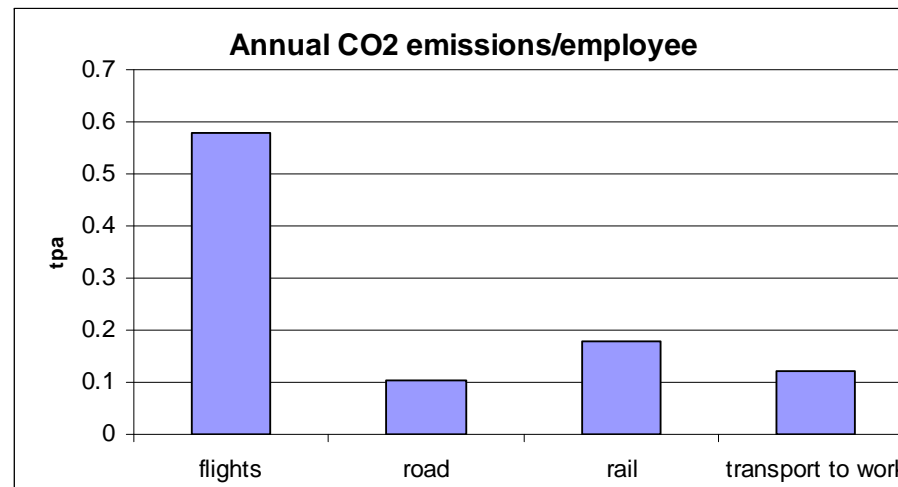
Action	Who	Cost	Comments	Deadline
Carry out waste audit	Matt	£ 0		June 09
Make notepads for messages from the scrap paper by printers	Jennie	£ √	Needs adopting as a fun crafts activity. Need to order some A5 folders to make notepads?	By end March '10
Make more food from scratch to reduce packaging, e.g. hummus	Claire Murden, all	£ √		By end March '10 Complete
Reduce unnecessary, wasted printing	All	£ √		By end March '10
Buy refillable pens	Angela	?		By end March '10
Ensure that all waste gets reused or recycled before it is dumped. E.g. toner, electrical items – pc collections or towels to Beddington Wildlife Centre.			This should be a main point of zero waste and should classify how we do it. AR	

Sustainable Transport

Reducing the need to travel and using low carbon modes to reduce emissions

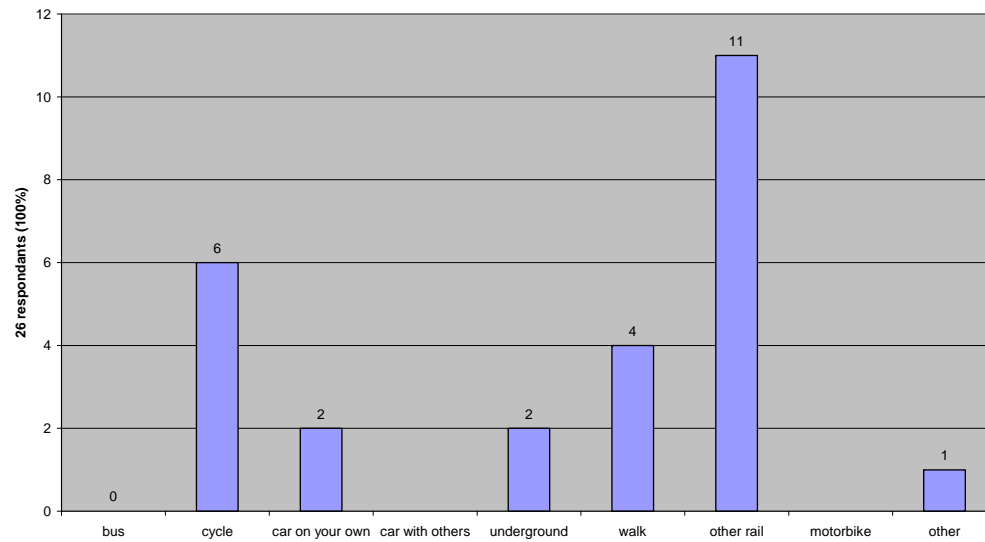
Transport is the second largest component of BioRegional's ecological footprint and is an area we are already trying to address. For example, to reduce our transport demand we try to use teleconferencing where possible and some staff members also live and work on site. BioRegional also offers staff financial incentives for cycling to work related events, and recently ran the Cycle to Work scheme that enabled five staff to purchase tax free bicycles. Staff and visitors can use our showers in the office, store towels and dry clothes here, and use a range of secure cycle parking facilities. Staff can also use pool bike and the City Car Club cars parked at BedZED.

Most of our emissions come from flights. In 2006/07 BioRegional staff flew 385,622kms, including 66,984kms of domestic flights. Whilst much of this is necessary for our work, which is helping to reduce emissions globally by far more, we need to do more to reduce our flying.

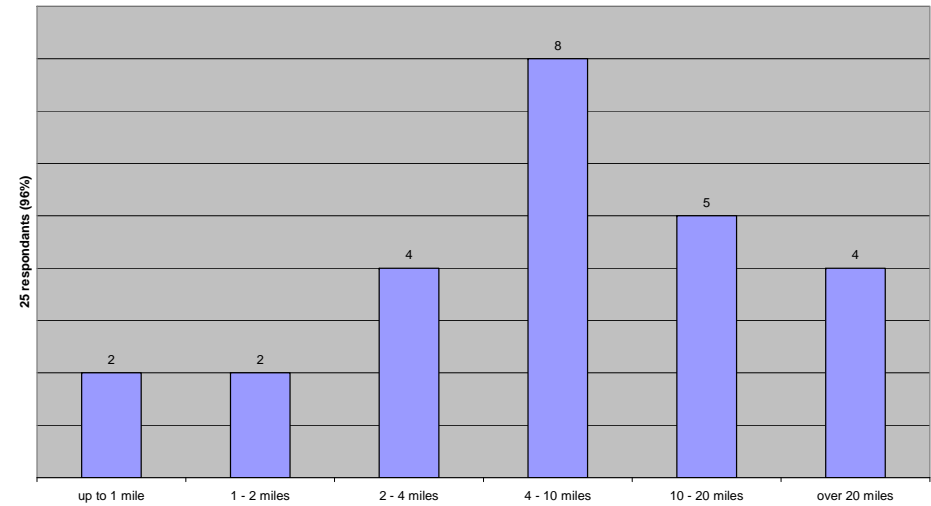


An internal staff transport survey was conducted and revealed that most people get the train to work and only two people drive, this is very low for an organisation based in outer London. The overall distance travelled is also relatively low.

How do you mostly travel to work?



How far do you travel to work?



Target	Monitoring	Indicator	Baseline
Reduce total business flights to 150,000 kms per year by end 09/10	Travel survey	kms / employee	385,622 kms (06/07)

Action	Who	Cost	Comments	Deadline
Carry out an annual transport survey, to find out the carbon emissions from our business travel and commuting	Mark Watson	£ 0		by end 09/10
Expand the secure cycle storage facilities	Matthew Sullivan	£ XX		by end 09/10
Buy a lock for the pool bike	Matthew Sullivan	£ X		by end 09/10
Buy a folding pool bike for journeys that involve trains, tube, etc.	Matthew Sullivan	£ XX		by end 09/10
Revive the monthly Dr Bike repair sessions	Tom Chance	£ 0		by end 09/10
Get more staff using Skype to video-conference, and make information about more high-quality conferencing facilities available to all staff	Shafique Kumbay	£ 0		by end 09/10

Consider increasing the holiday allowance by 1 day / year for staff who don't fly that year (excluding business travel)	Internal Board	£ X		by end 09/10
Consolidate work in countries and establish offices to reduce the need for UK employees to fly out to meet potential clients etc.	One Planet programme	£ XX√		by end 09/10
Display sustainable travel information more prominently in reception and publications such as CPD flyers / packs.	Matthew Sullivan	£ 0		Done June 09

Local and Sustainable Materials

Using products that have a low embodied energy

BioRegional has signed up to the Mayor's Green Procurement Code and purchases recycled, sustainable and low impact materials wherever possible. We buy second hand furniture where possible, and redecorate our office with natural, low-impact paints when required. The recent refurbishment of our kitchen used 100% FSC certified wood and other low impact materials. After a review of and research into ICT equipment in the past year, we now only buy equipment with an EPEAT rating of Silver or Gold or from a green supplier that exceeds EPEAT requirements. We also make our equipment last as long as possible before recycling it. We use only local, recycled and recyclable paper for our printing needs. We also follow the rule; reclaim, re-use and recycle for all of our purchases and opt for natural biodegradable materials wherever appropriate.

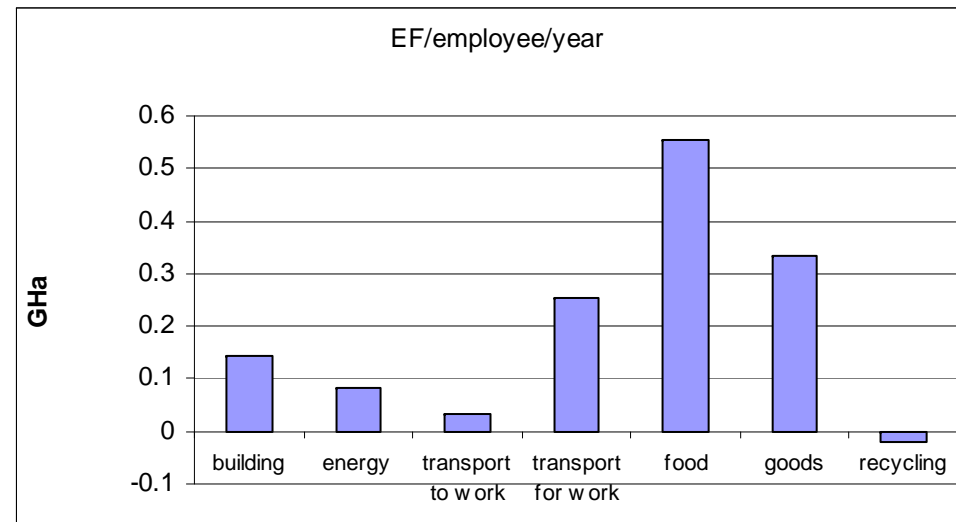
Target	Monitoring	Indicator	Baseline
Achieve a Gold rating in the Mayor's Green Procurement Code by end 09/10 (undertake annual procurement analysis).	Procurement code	Certification	Gold
Manage supply chain risks effectively, know where the impacts of the products we use are, take steps to reduce them.	SMT / Procurement Code	Risk Assessment / certification	
Improve our supplier's sustainability.		Completed evaluations, with targets.	
Reduce waste to landfill	Angela		Purchase more recycled/re- used/reusable products.

Action	Who	Cost	Comments	Deadline
Use Bottomline3 to assess the full direct and indirect ecological footprint associated with BioRegional's activities	Hayley/Jane	£0	Need complete set of expenditure data and on site fuel use	Autumn 09
Make a supplier evaluation form, which we can use with all office management purchases. This can then be rolled out across the company.	Angela	0	Keep in a file for referring to.	Autumn 09
Log ethical purchases on a spreadsheet, so that they can be compared easily.	Angela	0	Use for next years MGPC	Until March 31 st 2010.
Buy refillable pens.	Angela			
Need a champion of sustainable purchasing on the SMT	Mark	Champion on SMT		Completed
Champions attend monthly seminars or other training re: sustainable procurement	Mark			Ongoing
Suppliers to use the OP Toolkit	Matt		1 st supplier achieved	1 st supplier to use by Nov then ongoing.
Undertake a risk management assessment	Mark			

Local and Sustainable Food

Reducing waste and choosing low meat, local, seasonal and organic diets

BioRegional employees eat lunch together most days of the week, and we provide catering for some visitor groups. We prepare most of our food in the office with fresh, local, seasonal and organic ingredients; and its all vegetarian or vegan. We also try to avoid wasting food. Even with all these efforts, food and drink makes up a significant part of BioRegional's 07/08 ecological footprint:



Since Claire Murden has taken on the lunch club catering a much greater proportion of our food has been sustainable, for example we bring in fewer pre-processed, highly packaged pots of hummus and quiches.

All fruit and vegetables are now delivered and sourced from our local green grocer, who has been asked to priorities local food. All the bread is also being delivered by our local baker, Crumms.

Able and Cole are delivering organic dairy (except milk)

We don't use our allotment spaces very well, though!

Target	Monitoring	Indicator	Baseline
Bring three allotment troughs into regular use throughout the growing seasons	-	-	None currently

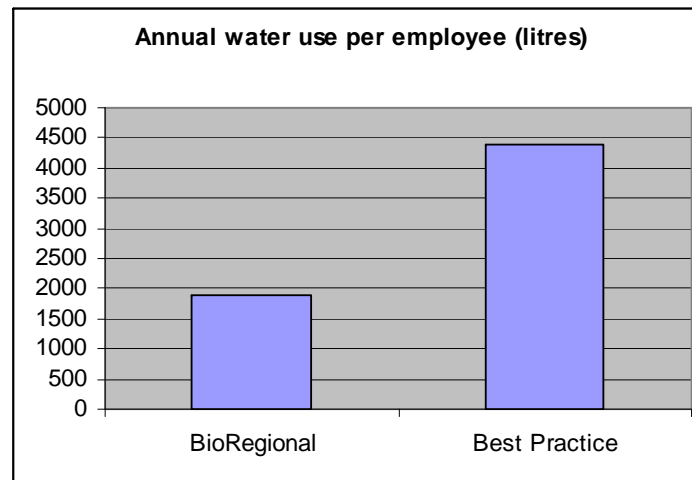
Action	Who	Cost	Comments	Deadline
Start an allotment club, going out one lunchtime per week	Seeta Rajani	£ 0	Allotments are not available anymore. Therefore we have decided to look at doing some sprucing-up of the area behind the office. Unfortunately we can't grow food there due to lack of sun, but Claire is working and harvesting from the sky garden	by end 09/10
Share recipes and cooking tips for staff who want to know how to book lunchtime meals, and be creative with the leftovers	Claire Murden	£ 0	Put on intranet - in progress	by end 09/10

Sustainable Water

Reducing water usage in buildings and in the products we buy; preventing local flooding and water course pollution

Due to the design of BedZED, water use in the office is reduced, for example, through aerated taps and low flush toilets which also re-use rain water. 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.

In 2006/7 we used a total of 49.2 m³ of water or 49200 litres. This equates to approximately 1878 litres of water per employee. For small offices the target figure is 4400 litres¹, more than double the BioRegional average.



BedZED is also designed to reduce flooding, so there is no need to do anything more on this area.

¹ <http://www.green-office.org.uk/audit.php?goingto=factsheet5>

Target	Monitoring	Indicator	Baseline
Reduce water consumption to 1,500 litres / employee / year by end 09/10	Water bills	Litres / employee	1,878 litres

Action	Who	Cost	Comments	Deadline
Display water usage over past year in reception	Matthew Sullivan	£ 0		by end 09/10
Have named mugs to reduce washing up?	Matthew - ...	£ 0		by end 09/10

Natural Habitats and Wildlife

Protecting and expanding old habitats and creating new space for wildlife

BioRegional offices have a sedum roof and 17 different species were found on the roofs². We are also hoping to develop a Biodiversity Action Plan for our offices and BedZED. We are also working closely with the London Borough of Sutton on plans for the wider Hackbridge area.

Target	Monitoring	Indicator	Baseline
Develop a Biodiversity Action Plan for our offices and BedZED by Nov 09/10 and begin to put this into action	Check plan has been developed by 11/09	Depending on plan there will prob. be multiple indicators	-
Work with local partners to improve and protect biodiversity in the wider local area	No. of meetings & activities that we take part in	Use monitoring data supplied by local partners	-

Action	Who	Cost	Comments	Deadline
Consider making and installing bird boxes and feeders on the north face of our office	Jennie Organ	£ X		by end 09/10
Organise some more planting lunchtimes to maintain the beds for biodiversity	Jennie Organ	£ 0		by end 09/10
BioRegional to become an associate of Beddington Farmlands nature reserve when this becomes possible	Jennie Organ	£ 0		by end 09/10

² <http://www.iob.org/downloads/880.pdf>

Culture and Heritage

Reviving local identity and wisdom; support for and participation in the arts

BioRegional encourages employee cultural participation by making meeting room space available for employee-led, hobbies and skill sharing. Popular activities have included crafts, guitar playing, football and French and Spanish speaking, all of which contributes to a lively and motivated office.

BioRegional projects using the one planet framework, are committed to developing a resourced action plan and at least two showcase cultural projects, others, such as Carshalton Lavender and BioRegional HomeGrown charcoal are focused on protecting and enhancing local culture and heritage. Our One Planet Living in Sutton initiative is making a positive contribution to our local community.

Target	Monitoring	Indicator	Baseline
Deliver a programme of at least 3 educational speakers and events to enhance employees' awareness of the issues around culture and heritage and connections with sustainability, the built environment and the workplace.	Principle champion to record.	Number of events and attendance.	Zero in 2008/09
Maintain and enhance workplace culture of hobby and skill sharing.	Principle champion to record.	Number of events and attendance.	No benchmark yet.
Contribute to one local community project each year by end 09/10	Principle champion to record.	Number of events and attendance.	Not previously monitored.

Action	Who	Cost	Comments	Deadline
Adopt a row at the Carshalton Lavender fields	CaraW	£ 0		by end 09/10
Workplace hobbies and skill sharing.	Various people	£ 0	Including french speaking, football, crafts, guitar playing	Ongoing.
Contributions to community events	Various people	£ 0	Include: Sutton Environment Fair and Hackbridge Carnival	by end 09/10

Equity and Fair Trade

Inclusive, empowering workplaces with equitable pay; support for local communities and fair trade

BioRegional is a certified Living Wage Employer, and a recent salary review sought to ensure that staff receive appropriate and comparatively equitable pay; the difference between our Executive Director and lowest paid employee remains within the 4:1 ratio. All our tea and coffee is Fairtrade certified or from the "fair trade plus" supplier Just Change. Our insurance comes from an ethical insurance company. Our offices are also accessible for disabled users, although improved access to the show home still needs work. We operate good policies on equal opportunities, and have worked over the past year to improve staff participation in important decisions through changes to our organisational structure and regular Project Updates meeting.

Target	Monitoring	Indicator	Baseline
Pay all staff and cleaners a living wage (£7.45/hour) by end 09/10	Contracts	£/hour	> £7.45/hour
A diverse and inclusive workplace with fair and transparent job application processes.	COO to monitor.	Diversity within the workplace. Diversity of job applicants.	Workplace diversity = ???? Applicant diversity- no benchmark yet
Ensure all facilities are accessible	-	-	Office but not show home

Action	Who	Cost	Comments	Deadline
Improve disabled access to the show home, especially with respect to wheelchair users	Matthew Sullivan	£ XX		?

Consider showing wage/salary transparency, at least for the top:bottom pay ratio	Mark Watson	£ 0		by end 09/10
Begin monitoring the diversity of job applicants to BioRegional, to create 2009/10 baseline.	MarkW	£ 0		by end 09/10

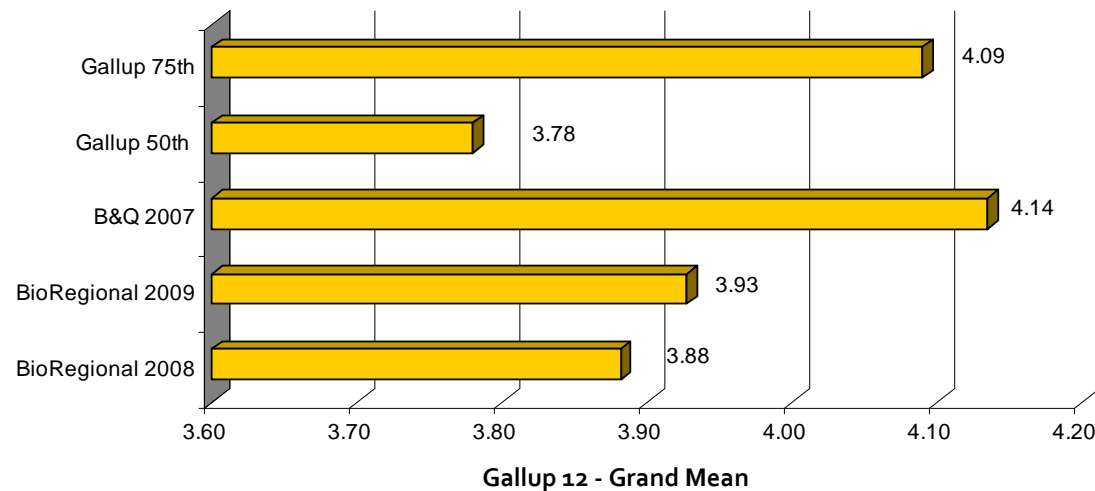
Health and Happiness

Encouraging active, sociable, meaningful lives to promote good health and well being

Happiness in the workplace is recognised as one of the most important factors for ensuring a creative, resourceful, motivated, and productive workforce. Being happy also helps us to be inspiring, optimistic and positive in our approach to sustainability. Improvements in health are intrinsically linked with happiness, and vice versa. Therefore this part of the action plan has several actions that help to promote good health, as well as happiness.

Many of the activities across this action plan positively impact health and happiness; for example, promoting and helping people to buy a bicycle for work (Sustainable Transport), adopting a row in the local Carshalton Lavender fields (Cultural Heritage), and ensuring that all staff have a living wage (Equity and Fair Trade). These activities are not duplicated in this section, but should be appreciated.

In 2009, a health and happiness survey was conducted using the Gallup 12 test together with additional custom questions. The Gallup test is designed to measure employee engagement and is scored out of 5. It revealed that everyone is largely happy and feels that we are, on the whole, effective and well managed and that BioRegional tries to treat its staff fairly. People are fond of each other and feel there is a strong team spirit. Most people feel valued and supported in producing quality work, and empowered to get on with their job without interference. The Gallup 12 test is scored out of 5 and



Target	Monitoring	Indicator	Baseline
Improve Gallup 12 score average to 4 out of 5	Gallup 12	Average score	3.2
Maintain current level of staff satisfaction from happiness survey	Happiness survey	Scores as per 08/09	?

Action	Who	Cost	Comments	Deadline
Help managers to ensure that the new organisation structure improves staff wellbeing	Mark Watson	£ 0		Ongoing
Encourage more people to take part in the football club and/or other sports over the summer	Stephen Ivings	£ 0	This happened, season now over	Summer 09
Guitar club – have weekly lunchtime practices	Sam Smith	£ 0		Summer 09
Ensure regular trips to the pub	Everyone?	£ 0		