



UNIVERSITY COLLEGE  
OF ESTATE MANAGEMENT

[www.ucem.ac.uk](http://www.ucem.ac.uk)

T +44(0)118 921 4696 E [enquiries@ucem.ac.uk](mailto:enquiries@ucem.ac.uk)

Horizons, 60 Queen's Road, Reading, RG1 4BS

# Environmental Policy

---

Horizons, Reading

Version: 1.00  
Status: Final  
Author: Kathy Matthews, Head of Facilities Management  
Date: 08/08/2023

# Environmental Policy

## Approval History

Version	Date	Name	Organisation
1.00	08/08/2023	Executive	UCEM

## Document History

Version	Date	Reason	Person
V00.01	01/08/2023	Draft for review	Kathy Matthews

# Environmental Policy

## Table of Contents

<b>1. Purpose.....</b>	<b>1</b>
1.1 Scope .....	1
<b>2. Requirements of the Policy .....</b>	<b>1</b>
2.1 Environmental Protection .....	1
2.2 Compliance .....	1
2.3 Objectives and targets .....	1
2.4 Management Commitment.....	1
2.5 Certification .....	2
2.6 Internal and External Issues .....	2
2.7 Training.....	2
2.8 Audit/Assessments .....	2
2.9 Supplier assessments.....	2
<b>3. Communication to Stakeholders and Interested Parties .....</b>	<b>2</b>
<b>4. Policy Management.....</b>	<b>2</b>
<b>5. Linked Policies .....</b>	<b>3</b>

# Environmental Policy

## 1. Purpose

This environmental policy aims to support UCEM's commitment to proactively manage, enhance and improve environmental performance.

UCEM is committed to operating in a manner that protects the environment, including carbon reduction, the prevention of pollution and waste management. Further information on UCEM's wider commitment can be seen in the institution's sustainability strategy.

UCEM will conform to its environmental compliance obligations, legal requirements, and government regulations applicable to the Horizons building and site.

An Environmental Management System (EMS<sup>1</sup>) has been implemented at UCEM that acts as the mechanism used to reduce the environmental impact of the Institution and increase operational efficiency and ultimately the route to NetZero as defined in UCEM's Sustainability Strategy.

### 1.1 Scope

The Environmental Policy applies to all employees of UCEM at the Horizons building and Subcontractors working on its behalf at the Horizons site.

## 2. Requirements of the Policy

### 2.1 Environmental Protection

UCEM's Environmental Policy commits to reducing the institution's impact on the environment by reducing GHG emissions, preventing pollution, reducing water use and waste, increasing recycling rates and working with suppliers to minimise their harmful environmental impacts throughout its site.

### 2.2 Compliance

As part of UCEM's commitment to sustainability, where possible UCEM will endeavour to reduce the institution's environmental impact beyond the minimum legal or regulatory requirements and obligations.

### 2.3 Objectives and targets

To achieve the objectives of this policy, UCEM will integrate Environmental objectives and targets into its planning, decision making, performance tracking and governance processes.

### 2.4 Management Commitment

UCEM senior leadership will promote a culture in the organisation that supports the Environmental Management System and provide the appropriate resources and support

---

<sup>1</sup> A set of guidelines which integrate processes, training methods, monitoring, measuring and reporting of environmental data to stakeholders.

# Environmental Policy

initiatives through implementation of this policy in line with the institution's business objectives and compliance obligations.

## 2.5 Certification

To support regulatory and business requirements UCEM will align its Environmental Management System to ISO 14001 (2015) standards and seek to maintain certification.

## 2.6 Internal and External Issues

Relevant internal and external factors define the context in which the business operates. UCEM will determine key issues that could have an impact on Environmental performance, including:

- Environmental conditions
- External (economic, political, legal, natural)
- Internal (financial, processes, employees)

## 2.7 Training

UCEM will regularly provide appropriate training, awareness, and supervision, to staff to support the achievement of objectives, enhanced environmental performance and the Environmental Management System.

## 2.8 Audit/Assessments

UCEM will conduct third-party audits and organise self-assessments in support of its Environmental Management System as defined in the environment manual.

## 2.9 Supplier assessments

UCEM will conduct third-party audits and organise self-assessments on the institution's key suppliers with respect to their Environmental performance in support of UCEM policies and procedures. UCEM will consider these assessments when procuring goods and services.

# 3. Communication to Stakeholders and Interested Parties

The Environmental Policy will be communicated and made publicly available to all interested parties via UCEM's website and on request.

The Environmental Policy is accessible to all staff and information on how this policy is implemented operationally can be found within the environmental manual and via the staff intranet site.

# 4. Policy Management

(Governance and Continual Improvement)

UCEM is committed to the continual improvement of its Environmental Management System to enhance environmental performance.

# Environmental Policy

The policy is approved by the Executive and the Senior Leadership Team is responsible for effectively implementing this policy. The Chair of the ISO Management Review meeting is accountable for reviewing this policy based on stakeholder involvement and requirements.

The policy is reviewed annually at the Management Review Meeting held in August each year. Any changes made to this policy will be communicated via the internal communication streams and updates made public.

## 5. Linked Policies

The following are policies of relevance to the Environmental Policy:

- UCEM's Sustainability Strategy
- UCEM's Procurement Policy