



The Commonwealth

Commonwealth Secretariat Environmental Policy Statement

Effective Date: August 2024

Version: 4.0

Commonwealth Secretariat Environmental Management Policy Statement

Scope of the system

The environmental management system covers the office-based activities, including the hosting of events, at Marlborough House in London and all staff travel. All energy sources (electricity, gas and petrol) and travel (flights, public transport, company cars) are within the scope of the system. The gardens at Marlborough House are excluded from the scope.

Objectives

- (a) Ensuring that continual improvement is the cornerstone of our environmental performance and environmental management system.
- (b) Measuring the carbon footprint of our business activities and developing a Carbon Management Plan to ensure we meet our Climate Neutral target date.
- (c) Effectively managing business travel requirements, raising awareness, and encouraging the use of audio and video conferencing facilities, instead of travel, where practicable.
- (d) Monitoring and reducing the consumption of natural resources (including gas, water, electricity, and paper) in all of our business activities and operation of our headquarters building, including striving towards a paperless work environment.
- (e) Preventing pollution, protecting the environment and improving the management of waste generated from our business operations according to the principles of reduce, re-use and recycle.
- (f) Ensuring environmental management criteria are an integral part of our procurement of goods and services process, to support the purchase of sustainable, energy-efficient products and services, as well as design for environmental performance improvement where practicable.
- (g) Raising staff awareness of environmental issues, and providing them with appropriate information, training and feedback forums to enable staff to play an integral role in our environmental policy.
- (h) Ensuring our headquarters' environmental policy fully supports and underpins our targets, objectives and services on environmentally sustainable development.

Target

- The Commonwealth Secretariat aims to reduce its non-flight emissions by 35% against 2019/2020 levels by 2024/2025.
- Maintain effective environmental and energy performance in line with the international environmental management standard, ISO 14001.

Regulation and Legislation

The Secretariat will fully comply with all aspects of International Administrative Law that are relevant to this policy. In addition, the Secretariat will review all relevant UK environmental-related legislation on a regular basis.

Responsibilities

The responsibility for maintaining, monitoring, and implementing this Policy is with the Secretariat's Environmental Management Representative (Head of Facilities Management).

Resources


The Secretariat will ensure that appropriate resources and information are made available, to allow successful implementation of this environmental management policy.

Communication

All staff and contractors will be made aware of this policy and their individual responsibilities within it. The Secretariat shall undertake to carry out such awareness raising, training and maintenance optimisation programmes as may be required in pursuit of improved environmental performance.

Review

This policy will be reviewed on an annual basis by the Green Strategy Committee and Corporate Affairs Committee and will be updated or amended as required.


Deputy Secretary General
For and on behalf of the Senior Management Committee

14/08/24
Date: