



## **APM – CFO3 Sustainable Development Plan**

### **Scope:**

Sustainable development and environmental management are at the core of all activities within APM. Sustainability for APM is the convergence of three distinct areas; Environmental sustainability, Social sustainability and Economic sustainability

APM's supply chain partners will be required to provide sustainable development plans as part of the APM contract. APM requires all partners to take all reasonable steps in relation to Sustainable Development and where possible to supply information and data that can be used as supportive evidence to show how they have reduced any negative impact on the environment.

### **Statement of policy:**

APM recognizes that it impacts on the local and regional environment and has made a corporate commitment to improving its sustainability performance by signing up to a Sustainability Policy.

APM believes in its employees. To be a successful company, we need to inspire and excite our employees and to attract and retain the right people. We need to have policies that recognise the contribution our employees make and the value they add. Issues of employment relations, employee health and employees development are of great importance.

APM commits where possible to:

- Monitor and attempt to reduce the amount of electricity and gas used within centres by following the controls as set out within the Waste Management Plan and Employee Handbook
- Decrease the amount of general waste by implementing recycling facilities and continue to recycle paper via it's chosen contractor
- We adhere to WEEE regs and have a specialist contractor in place to ensure this is not mixed with general waste. We also adhere to all co-location premises guidelines.
- Encourage employees to have a say and make suggestions as to what changes APM can make to improve environmental working practises
- Reduce the impact of our transport activities with regards to CO2 emission and resource use
- Encourage the use of public transport and arranging for training and meetings as possible to take place via teleconference. Data to be collated as per the monitoring and measuring document where feasible



- Ensure all staff members are aware of sustainable development and the importance to the organisation
- Monitor the supply chain partners sustainable development plans giving particular attention to changes made that will reduce their environmental impact

APM are keen to promote skills and training in any positive way that will support offenders into sustained employment. The CFO3 sustainable development aims will be met through the commitment to sustainable projects APM facilitate. APM will do this by:

- Providing a service to offenders that is tailored to their needs, working towards reducing offender challenges in both custodial and community settings
- Monthly supply chain provider updates around performance measures and how targets are being achieved. Monthly monitoring on ECA and Sub Group targets as well as demographics within scope
- Monitoring the monthly statistics of supply chain partners and APM delivery, measuring performance and identifying gaps in provision. Seeking to bridge gaps whilst ensuring stakeholders are communicated with and delivery is not duplicated.

### **APM Supply Chain Partners**

APM's Supply Chain Partners as part of the contract will be asked to provide a Sustainable Development policy and implementation plan as well as taking reasonable steps in relation to Sustainable Development and, where possible to supply information and data that can be used as supportive evidence to show how they have reduced any negative impact on the environment.

### **Sustainable Development Responsibility**

The Health Safety and Environmental Advisor (HS&E) will monitor and review the sustainability policies and procedures annually or as and when circumstance dictate. Changes to policy and procedure will be communicated to the business as deemed appropriate. The HS&E advisor will review the information and data that is to be provided by the partners. This will continue until contract end.

The Head of IT is responsible for ensuring all IT equipment is purchased and disposed of correctly in line with legal WEEE requirements.

The **Business Managers** promote environmental awareness amongst staff. As part of the staff induction, new members of staff will be asked to read the Employee Environmental Handbook, existing staff will receive an annual updated environmental handbook.



The HS&E Advisor is responsible for monitoring data and carrying out sustainability audits whilst promoting sustainable development as well as looking for ways to reduce energy costs.

**Supply Chain Managers along with the** HS&E Advisor will actively work with supply chain partners to promote social inclusion and ensure partners are sharing and promoting ideas.

The **Senior Management Team** are responsible for ensuring sustainable development is integrated within management decisions.

**All staff** are responsible for following company policy and procedures and where appropriate making suggestions about how improvements can be made.

#### Sustainable Development Plan- Environment

Sustainable Development Aspect	Plan	Purpose of monitoring process	Responsibility	Measuring Performance
Energy and carbon management	Monitor and manage energy data that is available. APM no longer deliver the CFO3 contract from offices where energy data is available.	APM no longer deliver the CFO3 contract from offices where energy data is available. As APM are co-located in all delivery sites, responsibility for energy data/tenancy is managed centrally by the tenant and access is unavailable.  APM will ensure staff are aware of energy saving ideals (switching off lights/computers etc.) and adhere when working from a co-location.	N/A	N/A



	<p>Ensure light stickers on switches encouraging employees to turn lights off in unused rooms</p>	<p>Although APM does not specifically deliver CFO3 from any APM offices, staff still do on occasion visit and work from APM offices. Staff are encouraged to turn lights off in unused rooms. Small changes such as switching off lights and utilizing natural light will contribute to reducing energy costs and saving energy for APM. Staff will be encouraged to actively think about energy savings and promoting Sustainable ideals through the use of appropriate the sustainability poster that is displayed within each APM office.</p>	<p>HS&amp;E Advisor</p>	<p>Annual environmental audits will assess whether staff are adhering to this principle &amp; staff will be reminded when the Environmental Handbook is launched</p>
	<p>Identify how buildings are heated, who controls the heating to ensure energy is not wasted</p>	<p>Being aware of how APM centres are heated ensures we can ensure statutory maintenance is carried out and servicing ensures methods continue to be as energy efficient as they can be. Co-locations will not be measured as access to data is managed centrally via the tenant.</p>	<p>HS&amp;E Advisor</p>	<p>As sustainability monitoring document is used to monitor how buildings are heated. Supply Chain Partners supply information via an online survey.</p>
	<p>Introduce a method of identifying how much power particular equipment is using. Energy data monitoring device to be used to identify how much electricity is wasted leaving items turned on through the night.</p>	<p>This is done to highlight potential savings that can be made as a result of turning things off when not in use.</p>	<p>HS&amp;E Advisor</p>	<p>A document highlighting how much energy equipment uses will be submitted and data will be shared with staff in order to improve awareness and culture.</p>



	Analyse partner data and evidence to identify if improvements have been made or if potential ideas have been implemented	Analysing data will help to identify if partners are reducing their environmental impact and if so how. Any areas of good practise can be shared throughout the supply chain.	HS&E Advisor / CFO3 Management Team	Environmental survey will be sent to SCP's APM currently use the "Supporting Document" to monitor the way its SCP's assesses environmental matters.
<b>Low carbon travel, transport and access</b> Reduce travel & encourage the use of public transport	Review business mileage expenditure	This will identify if the amount of miles being driven for business is increasing or decreasing. Increases will be reviewed and where possible reasonable steps taken to reduce business travel.	CFO3 Management Team will act on data provided by the third party.	Expense data is provided by a third party and analysed.
	Encourage public transport where appropriate	Although this isn't always possible due to the nature of the jobs, APM does recognise public transport is better for the environment and will continue to search for ways to improve and increase uses of public transport where possible such as when travelling to events or training	Head of Justice to provide data based on meeting attendees and meeting locations. Staff trainer to provide staff training data	Explanations as to how this has been done will be submitted.
	Collate and analyse data based on CO2 savings as a result of conference calls and training happening over the phone instead of travelling to a training location	Doing this will help to identify specific actions that have been taken to reduce it's environmental impact	IT will provide data based around conference calls	Report from IT
	Encourage SCP's to consider lowering travel costs for the CFO3 project	This will reduce the environmental footprint of SCP's and contribute to meeting one of the main principles of sustainable development	Who will monitor	SCP's SD policy & implementation plan



<b>Procurement</b> Reduce waste	Recycle all waste paper via a paper recycling company. Review all CFO3 locations ensure the same recycling measures are in place inclusive of APM and it's SCPs	Recycling paper means the saving of CO2, water and trees on the bases that new paper doesn't need to be manufactured.	HS&E Advisor	Make available data around the KG's of paper recycled and what this would equate to in regards to environmental savings.
	Review waste and recycling methods within each office and where acceptable & introduce mixed recycling bins	This will be done to ensure APM is doing what it can to reduce the amount of waste sent to landfill.	HS&E Advisor	Sustainability Monitoring document
	Recycle all toner cartridges via current supplier in APM offices	Recycling cartridges reduces environmental impacts on the bases the cartridges don't need to be manufactured	HS&E Advisor	Information supplied by stationary supplier
	Communicate with staff to ensure they are aware of APM's environmental targets	This is done so staff are aware of how they can contribute to helping APM meet it's environmental targets	HS&E Advisor	Environmental audits and employee environmental handbook
	Include a section of managing waste in the Employee handbook	This is done so staff are aware of how they can contribute to helping APM reduce it's environmental impact.	HS&E Advisor	Environmental handbook
	Adhere to WEEE regulations when purchasing and disposing of electrical equipment and ensure WEEE items are disposed of legally and not mixed with general waste	Adhering to the WEEE regulations is important because it not only reduces the amount of equipment that ends up in landfill but it's also a legal requirement. APM uses a suitable provider in order to dispose of it's electrical equipment.	Head of IT	Records of all equipment purchased are kept by APM and IT track the amount of electrical equipment that is disposed of APM chosen provider.




	Monitor partners sustainable development plans and analyse evidence to show they are monitoring and where possible reducing their impact on the environment and adhering to WEEE regulations	To ensure they are reducing their environmental impact and meeting legal requirements.	HS&E Advisor	Copies available of SCP policies and plans and evidence of review
<b>Water</b> Ensure the efficient use of water	Continue to identify if there are water meters within any of the APM premises used and if data is available	Although not viable APM 'continue' to look and at other ways that water usage can be monitored. Reducing water usage helps to preserve our environment: Reducing our use of water reduces the energy required to process and deliver it to homes, business, farms, and communities, which in turn helps to reduce pollution and conserve fuel resources	HS&E Advisor	Emails from landlords of premises in APM owned buildings
<b>Organisational and workforce development</b>	Include a section of sustainability in the Environmental Handbook	To remind staff what APM is doing to reduce its environmental impact and make staff aware of what they can do to support APM in doing this	HS&E Advisor	The Environmental Handbook
	Review policies to ensure they promote sustainable development	To ensure sustainability is embedded in our organisations culture.	Head of departments	Content of the policies
<b>Governance</b> Ensure governance processes are in place to ensure sustainability is	Head of Justice as well as other contract (inclusive of Supply Chain) managers to promote sustainable development	To show what steps APM as a prime provider are taking to guide and support the supply chain around environmental matters	Management Team	E-mails

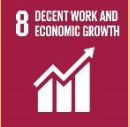




embedded in the project.	Analyse 6 monthly sustainable development plans of Supply Chain Partners and feedback to SCM who will pass on their SC.	To identify areas where SCP's have made improvements in order to reduce their environmental impact	HS&E advisor . CFO3 Management Team	E-mails
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**Sustainable Development Plan- Social Aspect**

SD Goal	Objective	Target	Measuring Performance
<p><b>Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all</b></p> 	<ol style="list-style-type: none"> <li>To ensure that all demographics are achieved in line with contractual profiles.</li> <li>Monitor engagement and delivery methods</li> <li>Ensure the delivery model is robust and is servicing the needs of all offenders</li> <li>Liaison with stakeholders to ensure delivery is not duplicated</li> </ol>	<p>Region specific targets (annex A) and Supply Chain Partner profiles as agreed as part of contractual negotiations</p>	<p>This will be conducted via both monthly and quarterly reviews with the Supply Chain Partners. APM will equally hold regular monthly meetings with Management and regular caseload reviews with staff. Meetings within prisons and community stakeholders will take place in order to ensure we are supporting the needs of both the contract and participants alike</p>



<p><b>Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all</b></p> 	<p>As above</p>	<p>Region specific targets (annex A)</p>	<p>As above</p>
<p><b>Make cities and human settlements inclusive, safe, resilient and sustainable</b></p> 	<p>Will aim to review the usage of the Development Fund and progress of CRC providers regarding the success of reducing reoffending by providers</p>		<p>In regular liaison with stakeholders all levels and monitoring the success of Through the Gate provision and access of services</p>
<p><b>Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels</b></p> 	<p>To monitor the work both APM and Supply Chain Partners complete for 'hard to help' offenders. This work has been either allocated to specific Supply Chain Partners or is part of specific End to End Delivery models.</p>	<p>Region specific targets for enrolments (please see annex A)</p>	<p>To submit returns to CFO of delivery undertaken and progress measures for each hardest to help group – this information is obtained from each partner and Business Manager in order to monitor engagement and progress</p>