



National Offender
Management Service



European Union

European
Social Fund

Ixion

Ixion Group Policy & Procedure

Sustainable Development

(NOMS CFO 3 Programme)



Policy Statement

The Ixion Group (Ixion) is committed to supporting the delivery of the UN's 2030 Sustainable Development Goals. We will seek to minimise our potential impact on the environment, support improvements within the communities in which we work, and adhere to sustainable economic principles in all that we do. This is strongly in line with the way in which we operate to strong commercial principles and guided by a strong moral compass.

As a prime contractor for government funded provision, Ixion will work in partnership with our staff, suppliers and contractors to minimise the environmental and social impacts of our business, supporting the government's, and global community's, sustainable development strategy.

Ixion are committed to reducing the impact of our business activities on the environment through:

- Reducing consumption of natural resources (energy, water and raw materials) and conserving energy through implementation of effective housekeeping policies.
- Consuming and purchasing less by identifying and eradicating wasteful practice.
- Minimising and recycling waste, through a "reduce, reuse and recycle" framework.
- Disposing of waste responsibly, including in line with the current Waste Electrical and Electronic Equipment (WEEE) regulations for electronic equipment.
- Encouraging use of sustainable and environmentally responsible modes of transport.
- Developing innovative methods of delivery that consider environmental, economic and social impacts.
- Implementing a training programme for staff through Staff Inductions and Team meetings, to raise awareness of environmental issues and enlist their support in improving Ixion's performance.

Through our service delivery, we will support the development of the communities in which we work through:

- Understanding the social challenges within our chosen markets and the communities we serve, and adapting our services to address these challenges.
- Incorporating socially inclusive activities within our delivery models.
- Maximising environmental and community benefits through the training and other back to work activities we organise for customers.
- Promoting skills and job opportunities that will work to improving conservation.
- Identifying and using opportunities for education and sharing of best practice with customers, partners and stakeholders.
- Reducing disadvantage and addressing local skills gaps where possible through our programme delivery.
- Supporting local community and third sector organisations to improve local services and community cohesion.



Communication

This policy will be available for all customers, partners, suppliers and other interested parties via the Ixion Cloud and our company website.

Employees and volunteers will receive an introduction to this Policy and provided with training in sustainability to ensure they understand the importance of these issues and how to effectively support implementation of our policy.

We will require all delivery partners providing a service on our behalf, to meet a minimum standard in sustainable development through implementation of a policy and objectives that mirror those outlined in this policy.

Where appropriate we will support subcontractors by offering access to training, sharing best practice, and will have regular discussions about this theme as part of our subcontractor management activity.

Definitions

Sustainable Development is defined as “action for people, planet and prosperity”. Sustainable development must address environmental, economic, and social factors and the interrelationships between them. The UN has launched 17 new Sustainable Development Goals, that build on the Millennium Development Goals. They are integrated and indivisible and balance the three dimensions of sustainable development: the economic, social and environmental. For our first year of action under these new Goals, we have selected four priority areas:

- Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all;
- Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all;
- Ensure sustainable consumption and production patterns; and
- Build resilient infrastructure, promote inclusive and sustainable industrialisation and foster innovation.

These aims will form part of our overall approach to service delivery, management and wider business activities. They will be reviewed and updated annually.

Sustainable Procurement

Through effective procurement processes, Ixion will meet the needs for goods, services, works and utilities in a way that achieves value for money on a whole-life basis, generating benefits for the organisation, and for society and the economy, whilst minimising our environmental impact.

We will incorporate a process of environmental and social risk assessment into procurement activities focusing on expenditure that constitutes our largest areas of spend, and those with a clear sustainability risk. Consideration will be given to the design, resource sourcing, production,



transportation, service delivery, operation and maintenance, reuse, recycling and disposal. Responsibility will lie with the procuring manager to remove, reduce and manage risk in line with their assessment.

We are committed to:

- Adopting a “whole-life-cycle” approach to procurement decisions.
- Integrating appropriate environmental, ethical and social requirements into all procurement activities, e.g. pre-qualification, specification and evaluation stages for preferred suppliers and contractors.
- Purchasing goods and services that have been produced or are delivered with minimum impact on the environment.
- Having due regard for social issues such as employment conditions and welfare within our supply chain.
- Being a “Living Wage” employer.
- Meeting local needs using local resources and organisations to promote environmental, economic and social sustainability.
- Encouraging a diverse range of suppliers to compete to provide services, materials or expertise, promoting equal opportunities to businesses owned by under-represented groups contributing to increased social and economic sustainability.

Sustainability will be a key consideration in the way we influence suppliers and contractors. We will make all of those who work with us aware of our environmental and social criteria and will seek assurance from suppliers before entering into long-term contracts, that their practices reflect our policy.

Responsibilities

While all staff within Ixion Group have a responsibility to uphold the commitments in this policy, specific responsibilities are as follows:

- Group Chief Executive – responsible for overseeing the implementation and maintenance of this policy.
- Ixion Management Board – responsible for ensuring that sufficient resources are available to facilitate the effective implementation and maintenance of this policy, and giving their full support to identifying and changing corporate processes and practices which impact on the environment, and promote sustainable development. Responsible for reviewing action plan progress.
- Group Finance Director – ensuring this policy is fully and effectively implemented, and ensuring that relevant processes and practices are in place, and for reporting to the Board on its performance.
- Contract Managers – ensuring an impact assessment for their individual contract is undertaken to identify objectives relevant to their area of delivery within three months of contract start, and implementing a resulting Sustainability Action Plan in keeping with the general commitments of this policy.
- All employees – responsible for ensuring that their work areas and activities are operating in accordance with company environmental standards, and that they report any environmental issues to their line manager.

NOMS CFO 3 Action Plan 2017/2018:

Ixion will measure our sustainable development impact and set targets and objectives for continuous improvement.

Action Plan 2017/18:

1. Energy	
Objective	To reduce energy costs/usage
Action Points	<ol style="list-style-type: none"> 1. Turn lights off whenever possible, especially if not to be used for 2 hours 2. Switch off computers and other electrical appliances over night 3. Monitor and manage energy data that is available & act on any increase 4. Request energy performance certificates from Landlords to identify current energy ratings 5. Identify how the office is heated and who controls the heating to ensure energy is not wasted 6. Monitor supply chain energy data to see whether any progress has been made to reduce energy
Indicators	<ol style="list-style-type: none"> 1. Reduced energy costs 2. Increased awareness Staff

2. Travel	
Objective	To reduce transport costs and therefore impact on environment
Action Points	<ol style="list-style-type: none"> 1. Use public transport where possible 2. Walk if it is safe for you to do so 3. Where more than one person is travelling travel together, especially if travelling by car
Indicators	<ol style="list-style-type: none"> 1. Reduced travel claims for mileage 2. Increased travel claims for public transport 3. Lower travel costs 4. Lower budget set for travel costs

3. Paper	
Policy	To recycle as much as possible
Objective	To reduce paper purchasing
Action Points	<ol style="list-style-type: none"> 1. To implement paper recycling points 2. All confidential waste paper to be shredded and then recycled 3. Fobs for printing at photocopiers to be implemented 4. Recycle all ink cartridges 5. Recycle bins located within each office
Indicators	<ol style="list-style-type: none"> 1. Reduced paper order 2. Reduced paper costs 3. Reduce budget for paper

4. Computers and electrical appliances	
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Objective	All computers (inc consumables) and electrical appliances to be recycled
Action Points	1. Recycle computers and related hardware 2. Recycle mobile phones
Indicators	1. Number of items recycled

5. Communication	
Objective	To use electronic means of communication wherever possible / reduce use of paper and other related costs
Action Points	1. Use email whenever possible 2. Use central drives to store useful organisational information 3. Use internet to research information 4. Use internal designated servers to share project information etc
Indicators	1. Less paper ordered 2. Cost of purchasing paper is reduced 3. Budget is reduced for paper

Sociability Aspects	
Goal	Indicator
Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	Number people gaining new skills, qualifications and training opportunities
Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all	Number of people entering new sustainable employment positions
Make cities and human settlements inclusive, safe, resilient and sustainable	1. The key aim of NOMS CFO3 is to deliver provision to offenders who are deemed as hardest to help and furthest from the labour market. Ixion tailors its provision to offender's individual needs in order to promote effective rehabilitation. Offenders are required to meet a strict CATS assessment to determine whether they meet the criteria as 'hardest to help'.
	2. Identified sub- groups within our two regions receive 'specialist' provision to ensure provision is appropriate
Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels	CFO work with 'hard to help' offenders to achieve the aims of NOMS which is to reduce re-offending and protect the public. Each offender is assessed before accessing CFO3 provision and those furthest from the labour market will be targeted and worked with to ensure they are supported by the justice system. Ixion is expected to achieve CFO set targets for the number of enrolments per month.



The Action plan is a live document to enable us to collectively and proactively progress the sustainability agenda and our performance against our policy commitments. The Action Plan will be reviewed and updated annually.

This requirement will be disseminated on projects delivered via a subcontractor network, ensuring local assessment and subcontractor specific objectives are in place, which will be monitored as part of our subcontractor management activity.

Review

This policy and its practical application will be reviewed annually (or more frequently, if legislation and best practice make it necessary), by the Group Finance and Corporate Services Director in order to ensure its continuing relevance, on behalf of the Ixion Group. The Director will report back to the Board on its performance annually.

Any changes to the policy will be communicated to all employees, volunteers and subcontractors

