

Supplier Engagement HE Tool

Action Plan for Chiel Construction Ltd

This is your sustainability action plan based on the issues and impacts you have selected as being relevant to your business.

Social Issues and Impacts

Actions you select here will help increase your NETpositive impact on society. Indicate against actions from this list whether they are in progress, are ready to start or have already completed.

Your issues

Your action plan

1 Our activities have an impact in our immediate locality

Businesses often have a range of positive or negative impacts on the immediate locality; an efficient and responsible business will strive to understand what these impacts are. They will then seek to reduce any negative impacts and make the most of opportunities to enhance the positive impacts they could have.



Carry out an audit of your negative impacts **Completed**

Give a little thought to how your activities impact on your immediate locality. Whether traffic or deliveries, noise or litter, if you have a negative impact can you minimise it?

Evidence

We have a Construction Environmental Management Plan that assesses the impact our sites have on our immediate locality. Recommendations from the plan form part of every CPHSP we produce.

Carry out an audit of any positive impacts you could have **Completed**

You may be in a position to enhance your locality. Consider being part of wider schemes such as towns in bloom or think about whether you could encourage wildlife into your neighbourhood. This could be something you include as part of your staff engagement programme. Local reputation can be built by taking part in activities in your local community.

Evidence

As a company we enjoy getting involved in our local community. We have regular input into a local Scout groups, local football team sponsorship and management and the Round Table charity. We have also chosen a local charity to support in 2024, we will be fundraising and promoting and raising awareness of the charity main aim of the charity is to provide food and provisions for families whose children are receiving end of life care in their own homes, in a hospice or in a hospital.
<https://www.chielcon.co.uk/community>

2 We should know more about where the things we buy come from and how they are made

Every product we buy has a story attached to it; how it is made, what it is made from, who has made it and where it has travelled from. These stories all have both positive and negative impacts. Select this issue to explore how to embed responsible purchasing in your business or to share your own approach.



Understand the impacts of the products your business buys **In progress**

There is a business risk attached to not having any understanding of your supply chain. There may also be opportunities to source more ethical or environmentally sound alternatives (those which produce less waste, have a lower carbon footprint, use less raw materials or are produced with less damage to the environment, and where good labour practices are followed). The starting point is understanding where the products your business depends upon come from and how they are made and transported. Don't be afraid to ask questions of your own suppliers.

Evidence

We have audited our Timber use and subsequently only use FSC and PEFC Timber products from checked and verified suppliers. We have carried out a limited audit of our waste removal companies and have highlighted that further more intensive work needs to be carried out in this area. We have already started the process of moving work to a new supplier as a consequence of our findings so far. We plan to begin investigating our concrete and aggregate supply chains next, to gain a better understanding of the guidelines the industry should be following and our supply chain's commitments to these guidelines.

3 Modern slavery is an issue for every business and we need to explore it

The Modern Slavery Act requires organisations with a turnover of over £36 million to produce a public statement outlining how the risk of slavery and human trafficking is managed throughout the business and supply chain. However, issues relating to Modern Slavery can impact businesses of any size.



Make a public commitment relating to ethical or responsible purchasing Completed

A simple sustainable procurement commitment (buying 'greener' or more ethical products or services) can be used to communicate what is important to your business. You may use certified products or services or choose to have your own certified. A public commitment demonstrates to your customers how you consider and address the impacts within your supply chain. Include them as part of your sustainability approach and report on progress accordingly.

Evidence

We have a Corporate Responsibility, Ethics and Sustainability Policy in place which is available on our website: <https://www.chielcon.co.uk/resourc...>

Publish a Modern Slavery Statement Completed

A responsible business is transparent and understands that Modern Slavery is more than a compliance issue. Legislation has driven rapid progress in this area and best practice is developing quickly. Businesses obliged to produce a transparency statement are encouraged to provide evidence of their commitments including appropriate [governance and reporting mechanisms](#)

Evidence

<https://www.chielcon.co.uk/about-us>

Develop a robust approach to removing Modern Slavery from your supply chains

In progress

Businesses are encouraged to explore issues and challenges relating to Modern Slavery and embed meaningful responses within their existing process and practice. These should be communicated to customers to provide appropriate assurances. This could be a code of conduct or similar approach. You are encouraged to link to your own activity in this area in the evidence box provided. Here is an example of a [Code of Conduct](#) which covers Modern Slavery considerations

Evidence

Screening of our supply chain is carried out as part of our approval process. All staff are trained identifying modern slavery and know the process of how to report concerns.

Engage with your suppliers about Modern Slavery In progress

Provide your own suppliers with modern slavery information or guidance and ask them about their own approach and any assurances they can provide. A good starting point for resources and best practice is the [Ethical Trading Initiative website](#)

Evidence

Annually we issue a questionnaire to our supply chain to identify concerns.

Plan a response to the discovery of Modern Slavery in your business operations

Completed

Modern slavery issues could be highlighted in your own operations or you could become aware of something concerning in your supply chain. You should have a response that is appropriate to the nature and size of your business and recognises the need to act swiftly (best practice is to inform stakeholders within 48 hours). Complex international businesses may need a dedicated incident plan but individuals should know how to access information, guidance or [report Modern Slavery concerns](#)

Evidence

Part of our Modern Slavery policy.

Provide Modern Slavery training for staff Completed

Training staff about issues relating to Modern Slavery including how to identify the signs of slavery and human trafficking will help reduce the risk of modern slavery occurring in your business. You may be the entire workforce in which case access some training yourself! A [free, online course](#) is offered by the Open University which might be helpful.

Evidence

Toolbox talks completed on a regular basis.

1 Improving staff wellbeing and mental health is important to us

All businesses have obligations to meet Health and Safety requirements but an efficient and responsible business really understands the difference a happy and healthy workforce can make - not least to its bottom line! Select this issue to explore actions to help you go beyond compliance or to share your existing good practice in this area.



Provide access to resources which support wellness and good mental health **In progress**

Providing mental health resources in the workplace could save a life. The NHS signposts to a [range of support](#) and resources you could make accessible to staff or visitors.

Evidence

As previously stated we have two Mental Health First Aid trained staff members and advertise the Construction Industry Helpline to all of our staff members.

Develop a 'Mental Health at Work' plan for your organisation **Completed**

Create a workplace culture that supports good mental health benefits for everyone. The human cost of poor mental health is considerable but there are also business costs associated with poor performance. The [Stevenson Review](#) provides a comprehensive starting point with many no-cost or low-cost options that can be introduced to help support a thriving workforce.

Evidence

We have two staff members who have received Mental Health First Aid training. We advertise the Construction Industry Helpline to our staff members and have advised them of the Mental Health Support available.

Go beyond Health and Safety compliance **Completed**

A basic approach to ensuring the Health and Safety of yourself and your staff is expected from all suppliers. Going beyond minimum compliance means fully understanding your risks and being pro-active. You can find support on the [HSE website](#)

Evidence

We assess the individual risks of every project and put plans in place to reduce these. We obtain Health and Safety advice from QUENSH Consultancy and CSAS. CSAS regularly audit our sites and QUENSH carries out annual audits of our paperwork, and premises. We hold accreditations from severalSSIP providers and our staff attend regular Health and Safety Training.

2 We are interested in (or are currently) employing apprentices or providing work placements

Employing apprentices equips young people with vital skills and supports social cohesion within the local community. Your business may be able to get funding to pay for the training of an apprentice.



Provide short-term work placements **Completed**

Your business may be unable to support a full time apprenticeship programme but it could still offer work experience on shorter placements. Schemes are usually run locally so try your nearest College or University as a starting point.

Evidence

We have used UniTemps on previous projects, provided work placements for City College Construction students and provided work experience placements. We plan to continue these endeavours in the future where possible.

Join an apprentice scheme **Completed**

[Offering apprenticeships](#) can be a great way for a business to grow talent and expand their staff base at low cost and risk.

Evidence

We have a long history of employing apprentices, in fact our Projects Director started as an apprentice with us.

3 We make work accessible to people from all backgrounds

Discriminating against potential job candidates, or employees based on the protected characteristics detailed in the Equality Act 2010 including: age, sexual orientation, gender, disability, race and socio-economic background leads to an unequal workplace environment and is breaking the law. An equitable workplace will generally have a high level of morale, which leads to better customer satisfaction



Organise informal workplace talks around equality, diversity and inclusion **Completed**

Inviting an expert speaker into your workplace can be an easy way to keep yourself up-to-date on what is important with regards to diversity. These can be linked to your industry and also support staff cohesion more generally.

Evidence

Toolbox Talk completed with all employees and updated as necessary.

4 Customer feedback is important to us

All businesses are subject to customer scrutiny. An efficient and responsible business will understand the importance of responding positively to feedback from its customers. Negative feedback will be viewed as an opportunity to improve processes or practices and positive feedback as a success story to share.



Employ more people from disadvantaged groups *In progress*

Consider if your recruitment process and practice could be improved to help you employ more people from disadvantaged groups. You may be able to provide support that improves the chances of care-leavers, ex-offenders or long-term unemployed to access opportunities.

Evidence

We have a Equality, Inclusion and Diversity Policy in place.
<https://www.chielcon.co.uk/resourc...>

Have a meaningful process for dealing with customer feedback. *Completed*

A meaningful process for dealing with customer feedback will be clear and transparent for your customers as well as your staff. It will be clear what actions and responses have been provided and there will be a culture of learning from negative feedback as well as sharing positive feedback broadly.

Evidence

Regular meetings and discussions are carried out with our clients throughout each Project to ensure their needs are met and any concerns are addressed immediately. Customer feed back is shared internally with all relevant staff and shared on our company website.

Be transparent about your customer feedback *Completed*

Customers respect businesses who are willing to admit their mistakes; it demonstrates honesty and an eagerness to improve customer experience. They are also encouraged by positive feedback provided by others. Having a transparent approach to managing your feedback as part of your communications can therefore be a great way to enhance your reputation.

Evidence

Customer feedback is shared on our company website, social media and amongst staff. We have recently added a testimonial form to our website.
<https://www.chielcon.co.uk/testimo...>

5 We have an opportunity to make a positive contribution in our local community

Organisations are likely to have a range of positive or negative impacts on their immediate locality; a responsible business will strive to understand what these impacts are. They will then seek to reduce any negative impacts and make the most of opportunities to enhance the positive impacts they could have.



Develop a volunteering or community engagement plan *In progress*

Many organisations already have a strong reputation for supporting community activities. From wildlife conservation or growing projects such as Britain in Bloom to volunteering at food banks or youth clubs. Consider how you can maximise your community contribution through your staff engagement programme.

Evidence

Chiel Construction is involved in the local community through Scout Groups and the Round Table and sponsors to a local children's football team. As of 2024 we will be annually supporting a local chosen charity to raise awareness and sponsorship.

6 We want to support our community to develop skills and experience

A skilled community benefits everyone. There are opportunities to help individuals in every community acquire skills that support environmental, social and economic development.



Support skills development initiatives for schools and colleges *In progress*

From careers fairs to work experience placements there are likely to be a range of ways you can support skills developments in conjunction with local schools and colleges. The [Young Enterprise Scheme](#) is a well-established example.

Evidence

We have been employed by Solihull College & University Centre to build their fourth brick workshop to help which is required due to the rising demand for their bricklaying course. During the building process we were helped by students of Solihull College & University Centre with the bricklaying. <https://www.chielcon.co.uk/community>

Economic Issues and Impacts

Actions you select here will help increase your financial resilience, reduce your business risk and generate a positive impact on the wider economy. Indicate against actions in this list whether they are in progress, are ready to start or have already completed.

Your issues

Your action plan

1 Political or economic uncertainty is a real challenge for our business

The business landscape is never static but during periods of significant change planning effectively can be challenging. Adaptability and resilience are vital elements of survival but also enable pro-active businesses to spot opportunities that will also help them thrive. Select this issue to explore ways to ensure business resilience or share your existing approaches.



Use your size to be responsive and dynamic Completed

The beauty of a small business is that it can be really responsive to changes in circumstances. Make sure you are using your size to full effect by accessing business support that is specifically tailored to your context, especially if you have ideas for growth or innovation. [Here](#) might be a good place to start.

Evidence

We have accessed several grants available to companies of our size, including those to access training, increase energy efficiency and drive technological advancement.

Enlist some support to help you navigate change In progress

Businesses tend to struggle with similar issues. Explore ways to learn from the lessons of others, network to build a support mechanism and consider how partnerships or collaborations could support business resilience. You (or your staff) might consider [mentoring](#) as a useful starting point.

Evidence

Our Projects Director regularly attends online health and safety seminars to keep us abreast of current and upcoming training and guidance. We work in collaboration with several local companies and have excellent relationships with our Approved Subcontractors. We share knowledge and learning within our network and support one another to increase resilience.

1 We are keen to communicate with our customers

An effective and responsible business understands that customers can be your biggest supporters and so it is important to communicate openly and honestly with them.



Understand that communication is a two-way process Completed

Find ways to ensure your customers can communicate with you and respond to the stories you are sharing with them. Social media can be a great way to establish dialogue with your clients but an old-fashioned feedback form can be just as effective. Think about what will work for you and your customers.

Evidence

We have added a testimonial form to our website. <https://www.chielcon.co.uk/testimo...> We have been posting on Twitter and LinkedIn to engage with existing and new clients.

Ensure your staff can be responsive Completed

Your staff are often at the front-line when it comes to communicating with your customers. Make sure that communications messages are disseminated clearly and effectively so that messages are consistent no matter which messenger is used. Training for front-line staff is likely to be essential to ensure this happens consistently.

Evidence

All staff are aware of where to direct customer enquiries. All staff receive training relevant to their roles. We have regular internal meetings to ensure all staff are kept abreast of the Projects they are involved in. All correspondence regarding a Project is communicated to all of the management team for that Project, this enables staff to respond knowledgeably to customer enquiries.

2 We keep up to date with new technology or approaches to working so we can identify innovation or gains in efficiencies

New technologies or innovative approaches are often crucial to positioning and competitiveness. An efficient and responsible business understands the benefits that come from being efficient with resources.



Keep up-to-date with new developments within your sector In progress

Businesses should make an effort to seek out new innovations within their sector, especially in relation to resource or process efficiency. Are there new options that can future-proof your company from rising costs? Are your customers keen that you offer new and improved products and services. Keeping up-to-date can be crucial.

Evidence

Staff attend trade shows and read sector relevant publications to keep us up to date. We have designed and implemented our own bespoke Project Management web app to make our internal processes more efficient and consistent. The Web App will be adapted and updated as new potential efficiencies are identified.

3 We are always looking for ways to win new business

All businesses need a strategy for future growth; financial sustainability is as important as environmental or social sustainability. Responsible businesses are just as keen to win new business, to grow and expand.



Ensure your business is 'tender ready' In progress

Being pro-active about positioning your business to respond to tenders with fast turnaround times can be especially important to smaller organisations. The good news is there is [help you can access](#) to make this happen for your business.

Evidence

We have designed, and are utilising, our own bespoke Project Management web app as part of our ongoing work to improve this process. We have also more recently invested time in developing a closer partnership with local architects to improve the Design and Build tender process and have spoken at length with our clients to identify areas within this process that could be improved.

4 We are keen our business contributes to the UN Sustainable Development Goals (SDGs).

192 Member States of the United Nations (including the UK) agreed new Sustainable Development Goals (SDGs) in 2015. They will need the support of businesses to achieve them. Select this statement to explore how your business can get ready to meet this new global challenge.



Know how your business activities can contribute to the SDGs *In progress*

Identify how your business activities contribute to the [global goals](#) or how they could contribute. A mapping exercise may be needed to identify both risks and opportunities from the SDGs for your business operations.

Evidence

We are in the process of creating a reporting system.

Find out more about the SDGs *In progress*

The [Sustainable Development Goals](#) were adopted to end poverty, protect the planet and ensure prosperity for all. They will impact on business practice over the next decade at least as governments are challenged to demonstrate progress against the targets within them.

Evidence

Attending webinars with Supply Chain Sustainability School to understand how we can embed these within our policies and practices.

Include the SDGs as part of your sustainability plans and reporting *In progress*

The [SDGs](#) could be at the heart of your sustainability activity with targets and evidence of progress part of your journey. Have a look at the [South Yorkshire Police Sustainability Strategy](#) to see how they have included the SDGs in the strategy.

Evidence

We are in the process of creating a reporting system.

Environmental Issues and Impacts

Actions selected in this sector will help increase your environmental sustainability. Indicate against actions from this list whether they are in progress, are ready to start or have already completed.

Your issues

1 Our business generates different types of (non-food) waste

Excellent businesses understand their waste streams and take steps to manage them proactively. This is not only better for the environment, as resources can be re-used or recycled rather than being sent to landfill but better waste management is also likely to save you money. Waste may also actually be a procurement issue; looking at purchasing choices to reduce waste at source can result in less waste being produced (which would reduce associated waste disposal costs). Select this issue to explore actions to help you think about understanding and managing waste or to provide information about how you already do this effectively.



Your action plan

Understand your waste streams *In progress*

Understanding the waste your activity produces and why it is produced is an important first step to reducing it. There are a [range of tools](#) that can help you with this process.

Evidence

We are working towards achieving ISO14001:2015.

Engage for waste reduction success *In progress*

Helping your staff, customers or other stakeholders understand how you are trying to [reduce waste](#) will help them to help you. Encouraging re-use or sharing can create a culture of efficiency and reduce running costs. Consider who can help think about waste at the point of purchasing to reconsider use of disposables or to avoid over-ordering. Training staff on waste reduction is also a great way to get them involved.

Evidence

We are working towards achieving ISO14001:2015.

2 Our business activities use natural resources (energy, water, mined materials, plant or animal products)
All businesses use natural resources. From the energy we use for power to the materials we rely on every day, we are using finite resources that are often damaging to produce or extract. It is important to use resources responsibly opting for renewable or sustainable options where possible. Select this issue to explore actions to help you think about understanding and managing resources or to provide information about how you already do this effectively.



Plan for waste reduction *In progress*

Understanding your waste streams will help you work out how to reduce the amount you produce. This could mean buying different products, finding ways to re-use certain items or increasing recycling rates. Having a [plan to reduce waste](#) will help you monitor progress and you can share it with others.

Evidence

We are working towards achieving ISO14001:2015.

Understand your resource use *In progress*

Even the simplest audit will help you identify the things your business uses so you can consider if you can use less or buy more responsibly. For some things you may need a little help; a [smart meter](#) for example could help monitor energy use, tackle consumption and help you save money.

Evidence

Energy Audit completed by Coventry City Council on Chiel HQ. EPC report recently conducted awaiting for recommendations.

Be efficient with resources *In progress*

All businesses rely on natural resources to keep them running. Whether you are boiling a single kettle, running a factory or managing a fleet there are ways to minimise environmental impacts and save money. Examine your business processes to see where you can [be more efficient](#) and make a plan to do more with less.

Evidence

We have invested in Solar Panels to power our HQ. Fleet of modern vehicles to reduce emissions. Recently installed charging points for all electric vehicles at HQ and battery storage system for our Solar Panels. We have two electric vehicles and looking into hybrid options for the future.

Measure your progress *In progress*

If you are committing to reducing your energy, water or other natural resources you will need to measure changes in usage over time to engage your staff and also communicate with your customers. Ensure your plans include details of how you measure and monitor your progress over time.

Evidence

Up to date our use of Solar Power has generated 136.36 MWh CO2 Emission saved 26,369.36 kg, the equivalent of planting 1,595.42 trees.

Report your resource efficiency *Completed*

Reporting your approach to resource efficiency should be part of your communications with customers and other stakeholders. You could make this Action Plan publicly available by clicking the 'share' button to generate a link to you plan you could add to your website.

Evidence

Added to our website: <https://www.chielcon.co.uk/about-us>

Spend to save *Completed*

[Reducing the natural resources](#) your business uses may require investment. Developing plans to use fewer or renewable resources will save money, reduce reliance on unsustainable materials and demonstrate responsible business practice. Payback periods for investments are shortening and it is worth reviewing the feasibility of investment regularly. You may also be able to access an [interest-free loan](#)

Evidence

Solar Panels and LED lighting installed to reduce consumption. Recently installed battery storage facility.

Train for resource efficiency Completed

Using fewer resources is often something that relies on everyone adapting their approach. Ensure you communicate the importance of resource efficiency by providing staff with access to training. Remember that your staff are usually best placed to help you identify efficiencies - and save you money! If you are a team of one then tell your customers about how you work to reduce your environmental impacts.

Evidence

Added to our website: <https://www.chielcon.co.uk>

3 Our goods (or our people) travel

Whether your people or your goods travel there are impacts on health and wellbeing, the environment and, of course, the bottom line. Select this issue to explore actions suggesting sustainable travel options for your business or to provide information about your existing activities in this area.



Understand the travel impacts of your business In progress

Determine what moves from A to B as part of your business operations and exactly how things are transported. This will help you develop a baseline for your sustainable travel plan or simply help you make the most obvious changes to your business practice. Even if road travel is critical to your business efficiencies are possible. [Read about efficient-driving](#) or explore [energy efficient products](#).

Evidence

We have given an eco driving toolbox talk to company vehicle users and employ CLOCS and FORS suppliers where possible, employing the principles of these when not.

Explore your sustainable travel options In progress

An efficient and responsible business will be striving to reduce dependence on polluting vehicles, exploring low carbon options and sourcing goods and services locally where possible. This will have environmental benefits, promotes health and wellbeing as well as impacting on your bottom line. Start by considering if the need for travel is business critical and then explore the most sustainable options that meet your needs. Useful starting points for your planning include [Sustrans](#) and the [Energy Saving Trust](#).

Evidence

We have purchased 2 bicycles for our onsite team to utilise, allowed working from home to continue. Installed electric charging points at HQ and we now have two electric vehicles within our fleet. We also support charging of our employees electric vehicles.

Offer sustainable travel options In progress

Whether updating your fleet, encouraging lift sharing or remote working for your staff or incentivising certain kinds of travel there are ways to make travelling sustainably part of your culture. Highlighting public transport options for your visitors, having somewhere for staff to store bikes securely or considering a government-supported [cycle-to-work scheme](#) might all be ways you can support sustainable travel. Try to extend the range of sustainable travel options you promote over time and think about linking to regional plans where possible.

Evidence

The 2 bicycles are regularly used on site at Birmingham and Warwick for travel between sites on campus. We have a number of staff hybrid working. We arrange vehicle sharing for operatives where appropriate so that less vehicles are travelling to site. Office staff regularly car share and use EVs where possible when attending meetings.

1 We are keen to manage our response to the challenge of sustainability in a structured and transparent manner

How an organisation manages its response to sustainability is an important indicator of its commitment. It also demonstrates an understanding of how sustainability interacts with core business practice. Governance structures need to include sustainability, which may require adapting them or even creating new ones. A well-developed governance structure usually makes it easier to set targets and report on and celebrate your sustainability activities.



Establish a governance structure to strategically manage your commitment to sustainability Completed

Your governance structure will depend not only on the size and scale of your business but also how it is structured. Governance can range from a small group of staff to external committees with dedicated staff. It is also acceptable to embed sustainability into existing governance structures. Consider diversity and inclusion as part of developing your governance structures to ensure a range of voices are heard and scrutiny comes from a range of perspectives.

Evidence

We employ an external auditor (QUENSH Consultancy) to assist us with creating and achieving these targets.

2 We set (or want to set) targets to improve our sustainability

Setting clear, measurable targets is an important element of any organisation's commitment to sustainability. Targets to reduce your negative impacts will be important but a more holistic view will also demonstrate your commitment to society and the economy. Select this issue to consider how best to use targets in your business or to capture how you already do this effectively.



Share sustainability stories of your business **Completed**

A simple blog post, a conversation with your customers or an update on your website is enough to share your progress, large or small. Think about developing a [case study](#) to showcase your work. Even the smallest initiative can be an excuse to tell a positive story about your business.

Evidence

Stories are shared on our Website: <https://www.chielcon.co.uk/about-3>

3 We are keen to strengthen our commitment to carbon reduction in the light of the climate emergency

The UK Government has legislated for 'net zero' greenhouse gas emissions to help halt climate change. Leading businesses are making their own commitments to achieving net-zero and making plans to reduce their carbon emissions. This is a complex and long-term ambition requiring appropriate planning and investment.



Understand the carbon impact of your business **Not started**

Understanding the carbon impacts of your business operations is an important first step in developing an action plan to help you manage and reduce them. Broadly this means looking at the energy you consume, travel and transport, waste production the type of catering you provide and the impact of the products you purchase. This activity is the first step in developing a carbon action plan. This survey developed by the University of Leicester is a useful way to identify the types of data you will need to gather and You can also use a [carbon calculator tool](#) such as this one from the Carbon trust

Develop and implement a carbon action plan **In progress**

A carbon reduction plan will enable you to demonstrate your commitment to de-carbonisation and evidence that you are responding to the climate challenges in a focussed way. It will detail your key impact areas and detail your plans to reduce them. Use this [editable template](#) to get you started.

Evidence

In progress.

Provide carbon literacy training for staff **In progress**

Changing staff behaviours is at the heart of reducing carbon emissions (particularly in the short-term). Providing meaningful training and support for staff so they can become carbon literate and understand carbon impacts as they relate to your organisation will help them take action. Many organisations are exploring the [carbon literacy project](#) as a way forward.

Evidence

In progress.

Report against your carbon reduction commitments **Not started**

Regular reporting of progress against carbon reduction commitments is recognised as good practice. This could include a mixture of progress against specific targets and [case studies](#) and examples of projects.