



Chartered
Institute of
Editing and
Proofreading

CIEP Environmental and Energy Policy

Background

The Chartered Institute of Editing and Proofreading (CIEP) is a non-profit body promoting excellence in English-language editing. We set and demonstrate editorial standards, and we are a community, training hub and support network for editorial professionals – the people who work to make text accurate, clear and fit for purpose.

The CIEP shares best practices among its members, many of whom run microbusinesses and whose work may have international reach.

Recognising that the CIEP operates in a globalised marketplace, where its own and its members' actions have an impact on climate and the biosphere, the CIEP intends to:

- minimise the adverse environmental impacts of its operations
- report to members and stakeholders on the actions it takes to control its environmental impacts
- support its members in enhancing their own environmental performance.

Statement

The CIEP takes its environmental responsibilities seriously and is committed to meaningful action.

The CIEP will manage its operations in ways that are environmentally sustainable, as well as economically feasible and socially responsible, by implementing an Energy and Environmental Management System (EEMS), to be reviewed and revised at least annually.

The EEMS will focus on:

- enhancing the CIEP's environmental performance
- managing and reducing the CIEP's adverse environmental impacts
- making the necessary resources available to achieve objectives and targets
- supporting members aiming to improve their own environmental performance
- raising environmental awareness among the CIEP's stakeholders.

Although the scale and complexity of the climate and other ecological crises are global and multifaceted, the CIEP EEMS will set out an achievable – but ambitious – action plan focusing on the following **seven** areas:

1. Direct greenhouse gas emissions
2. Natural resources and indirect greenhouse gas emissions
3. Waste and management of waste streams
4. Travel (including flights)
5. Climate-wise procurement
6. Conservation and biodiversity
7. Support for members

The CIEP will share its learning in implementing this policy to support its members and peers in their own work towards good environmental practices.

The appendix below sets out more information about the EEMS and an illustrative EEMS.

Conclusion

The CIEP Council supports this policy and recognises that the climate and other ecological crises demand a step change in its actions. The Council will appoint annually a director to act as the CIEP's Environmental and Energy Policy champion and oversee its implementation.

Version: v1-2021 Date: August 2021

Next review date: August 2022

Appendix

CIEP Energy and Environmental Management System

Introduction

An energy and environmental management system (EEMS) is a framework for identifying and measuring the actions necessary if an organisation is to improve its environmental impact at the local, national and global levels.

The CIEP's EEMS will set out goals based on analysis of data relating to the CIEP's activities, translated into specific, measurable, achievable, realistic and timely (SMART) actions.

The Environmental Policy Working Group (EPWG) will lead on recording, monitoring and reporting on these actions, with support from relevant stakeholders.

Actions

The CIEP's EEMS will focus on:

- enhancing the CIEP's environmental performance
- managing and reducing its adverse environmental impacts
- making the necessary resources available to achieve objectives and targets
- supporting members aiming to improve their own environmental performance
- raising environmental awareness among the CIEP's stakeholders.

To this end, it will set out an action plan focusing on **seven** areas:

1. Direct greenhouse gas emissions

- » Manage energy use across CIEP business activities to reduce total direct greenhouse gas emissions.
- » Reduce pollution from CIEP business activities through procurement by using renewable energy suppliers when possible.

2. Natural resources and indirect greenhouse gas emissions

- » Continuously improve energy and water efficiency, using absolute and relative metrics to assess performance.
- » Measure, monitor and report on energy and water consumption annually.

3. Waste and management of waste streams

- » Minimise and divert waste away from landfill following the waste hierarchy: reduce, reuse, recycle, recover and dispose.

- » Ensure that the CIEP Procurement Policy (in development) supports the waste hierarchy.

4. Travel (including flights)

- » Encourage and enable CIEP staff and all members travelling on CIEP business to choose sustainable modes of travel (eg walking, cycling, public transport and car sharing).
- » Reduce the need for CIEP-related travel where possible without compromising services and benefits to members.

5. Climate-wise procurement

- » Ensure that the CIEP Procurement Policy takes all opportunities to assess whole-life costs for mechanical and electrical equipment, and office fixtures and fittings, including choosing suitable sustainable technologies and renewable energy options.
- » Raise awareness of the benefits of climate-wise purchases by sharing the CIEP's success stories and tips with members, peer organisations and suppliers.

6. Conservation and biodiversity

- » Embed awareness of the natural environment into CIEP operations via the CIEP Procurement Policy and CIEP communications.

7. Support for members

- » Help members and other stakeholders, including staff, to understand the CIEP's role in tackling the climate and other ecological crises.
- » Provide information to help interested members reduce the adverse environmental impacts of their professional activities.
- » Deliver learning for members editing and proofreading materials on climate and the environment, and consider the effect of eco-anxiety on members in CIEP spaces.
- » Invite and respond to members' feedback and suggestions for ongoing environmental improvements.

Example

The following is an **example** of an EEMS that the CIEP could develop. It sets out illustrative actions within our control that the CIEP could take (a) by end of 2021 and (b) during 2022.

CIEP EEMS version

Time frame = (a) Sep–Dec 2021 (b) Jan–Dec 2022

Review date = tbc

Action areas	SMART actions	Owner	Time frame	
			(a)	(b)
1. Direct greenhouse gas emissions				
Manage energy use across CIEP business activities to reduce total direct greenhouse gas emissions.	1 Gather information on all the different business-related energy uses (excluding transport but including internet/cloud storage (digital footprint)).	HQ		
	2 Establish baseline energy use across each consumption group (excluding transport).	HQ		
Reduce pollution from CIEP business activities through procurement by seeking to use renewable energy suppliers, when possible.	3 Share the data gathered under action 1 with procurement team for use when reviewing/changing energy suppliers and major sources of consumption (eg digital footprint).	HQ EPWG		
2. Natural resources and indirect greenhouse gas emissions				
Continually improve energy and water efficiency, using absolute and relative metrics to assess performance.	4 Establish a simple reporting system (eg quarterly) to monitor energy and water use (eg enter data from bills or smart meters into a spreadsheet) so that usage graphs can be produced.	HQ/EPWG		
Work with the owner/manager of CIEP's office accommodation to encourage the installation of new energy- and water-efficient technologies, where these cost-effectively improve performance.	5 Compile a list of efficient technologies that could be installed (eg high-efficiency lighting, new kettle, timer/presence detector switches in kitchens/WCs).	EPWG/HQ		
	6 Use the information from action 5 to draw up a list of priorities for installing measures based on a cost-benefit analysis (ie how much	HQ/EPWG		

	energy/water will be saved vs. cost of installing the measure).			
Measure, monitor (eg via bills and smart meters) and report on energy and water consumption on an ongoing basis.	7 Use the spreadsheet developed in action 4 to record energy/water consumption and feed results into the first Annual Environmental Report.	HQ/EPWG		
3. Waste and management of waste streams				
Minimise the impact of waste by diverting waste away from landfill following the waste hierarchy: reduce, reuse, recycle, recover and dispose.	8 Identify sources of waste in preparation for a waste awareness campaign.	HQ/EPWG		
Coordinate with the CIEP Procurement Policy to ensure that goods and equipment purchased also comply with the waste hierarchy.	9 Liaise with the policy development team to provide any information they request.	EPWG		
4. Travel (including flights)				
Encourage and enable CIEP staff and all members travelling on official CIEP business to choose sustainable modes of travel (eg walking, cycling, public transport and car sharing).	10 Gather data on modes of transport and distances travelled by staff and by members to CIEP activities, by working with local group coordinators and staff, to be developed into a travel audit.	EPWG		
	11 Use the data gathered in action 10 to produce a travel baseline for the year 2019–2020.	EPWG		
Introduce measures to reduce the need for CIEP-related travel, without compromising services and benefits to members.	12 Compile a list of CIEP meeting venues and rank them in order of accessibility by sustainable modes of travel. The list to be used by local group coordinators.	EPWG Council mem		
	13 Compile a list of suggested actions to offset emissions that result from unavoidable travel (eg encourage members/local groups to contribute to/sponsor a biodiversity enhancement project in their local area).	EPWG		
5. Climate-wise procurement				
Monitor the development and implementation of the CIEP Procurement Policy to ensure that all opportunities are taken to reduce adverse environmental impacts by assessing the whole-	14 Establish a simple reporting system to track procurement of consumables.	HQ		
	15 Compile a list of major and recurring purchases, with renewal/repeat dates that will be	HQ		

life costs for mechanical and electrical equipment, and office fixtures and fittings, including choosing suitable sustainable technologies and renewable energy options.	used to guide future purchases/budgets.			
	16 Compile a list of service providers (banks, investments, insurances, pensions and internet/cloud) with a view to informing decisions on providers when policies etc are due for renewal.	HQ/EPWG Specialist		
	17 Establish a simple reporting system for use by CIEP decision-makers when planning events/conferences (eg to guide choice of venue).	EPWG		
Raise awareness of the CIEP's climate-wise purchases through sharing success stories and tips with members and like-minded organisations and suppliers.	18 Use the list (action 15) to identify any changes of purchasing decisions that can be used as success stories.	EPWG		
	19 Compile a list of short tips on procurement/equipment (eg recycled office supplies, choosing an ethical electricity supplier) to be used as scheduled social media posts (eg one a month).	EPWG CIEP Comms		
6. Conservation and biodiversity				
Ensure that awareness of the natural environment is embedded into CIEP operations via the Procurement Policy and through use of communications channels.	20 Idea: launch an annual #stetwalk challenge to raise funds for a specific conservation/biodiversity charity. Participants measure distance on a daily stetwalk for a month, and contribute £x per mile to CIEP's nominated conservation/biodiversity charity/cause.	EPWG/CIEP Comms		
7. Support for members				
Provide information to staff, members and the CIEP's wider network to raise awareness of the need for action on the climate and other ecological crises using existing and new channels (ie an ongoing, targeted information campaign).	21 Share the policy and EEMS with staff to ensure they are familiar with the aims and actions and how these relate to their own work.	HQ CIEP Comms		
	22 Launch the policy (eg press release, social media, blog post) to members and external stakeholders.	CIEP Comms		
Communicate the CIEP's environmental, energy and water performance annually, both internally and externally.	23 Set a schedule for annual reporting and decide on the format (eg special e-newsletter, part of Council annual reports).	Council		
Provide information to help members reduce the adverse	24 Work with the communications team and the CIEP Council to prioritise possible	CIEP Comms		

environmental impacts of their professional activities.		publications/resources (eg template business environment policy, blog posts, forum sections).	EPWG CIEP Council		
	25	Develop a commissioning and delivery schedule for action 24.	CIEP Comms EPWG CIEP Council		
Provide information to support members to edit and proofread materials on climate and the environment accurately and knowledgeably, and to deal with eco-anxiety incurred in the course of professional duties.	26	Publish an A-Z of words and terms useful in editing environmental materials.	EPWG CIEP Comms		
	27	Work with the information and communications teams and the CIEP Council to prioritise further possible publications/resources (eg fact sheets, guest posts, forum sections).	CIEP Comms EPWG CIEP Council		
	28	Develop a commissioning and delivery schedule for action 27.	CIEP Comms EPWG CIEP Council		
	29	Feed ideas into action 24.	EPWG		
Invite and respond to members' feedback and suggestions for ongoing environmental improvements.	30	Identify the best way to seek input/feedback from members (eg annually through short survey, ongoing to nominated Council member).	Council EPWG		
	31	Implement and publicise the feedback mechanism from action 30.	Council		