



SUSTAINABLE
WEDDING ALLIANCE

SUSTAINABILITY POLICY WORKBOOK

What is a sustainability policy, do I need one and
what do I need to include in it?

FOR ALL QUESTIONS AND ENQUIRIES PLEASE EMAIL
HELLO@SUSTAINABLEWEDDINGALLIANCE.COM

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What is a Sustainability Policy?

A Sustainability Policy should detail the requirements and practical steps to enable you to meet the sustainability objectives of your business.

How can it help my business?

Although creating a Sustainability Policy is an investment in time, the benefits for your business far outweigh the effort. In its simplest form it's an opportunity to:

- put sustainability at the heart of your business
- create competitive advantage
- improve your brand reputation

Once created, a Sustainability Policy will help you meet your sustainability objectives. It is a living, working document that should be used to help inform decision making, and clearly describes your sustainability parameters. It should be updated regularly in line with the demands of the business and new legislation.

The requirements section of your Sustainability Policy should be summarised on your website, clearly visible and accessible. Integrate it with your communications strategy and marketing messages, shout about it from the rooftops and be proud to have taken a positive step to making your business more sustainable.

How do I create a Sustainability Policy?

There is no one size fits all in terms of content, but the value gained from having a tailored policy is that you are more likely to meet your business's sustainability objectives.

The next few pages will take you through the steps required to think about and create your Sustainability Policy.

Thinking about your objectives

To create your policy you need to have defined your sustainability objectives. The policy helps you to achieve these objectives.

(The objectives should form part of your separate business plan)

What are your sustainability objectives?

Who is the business leader responsible for sustainability?

How soon is it reasonable for your business to be able to achieve it's sustainability objectives?

Who in the business will your policy apply to?

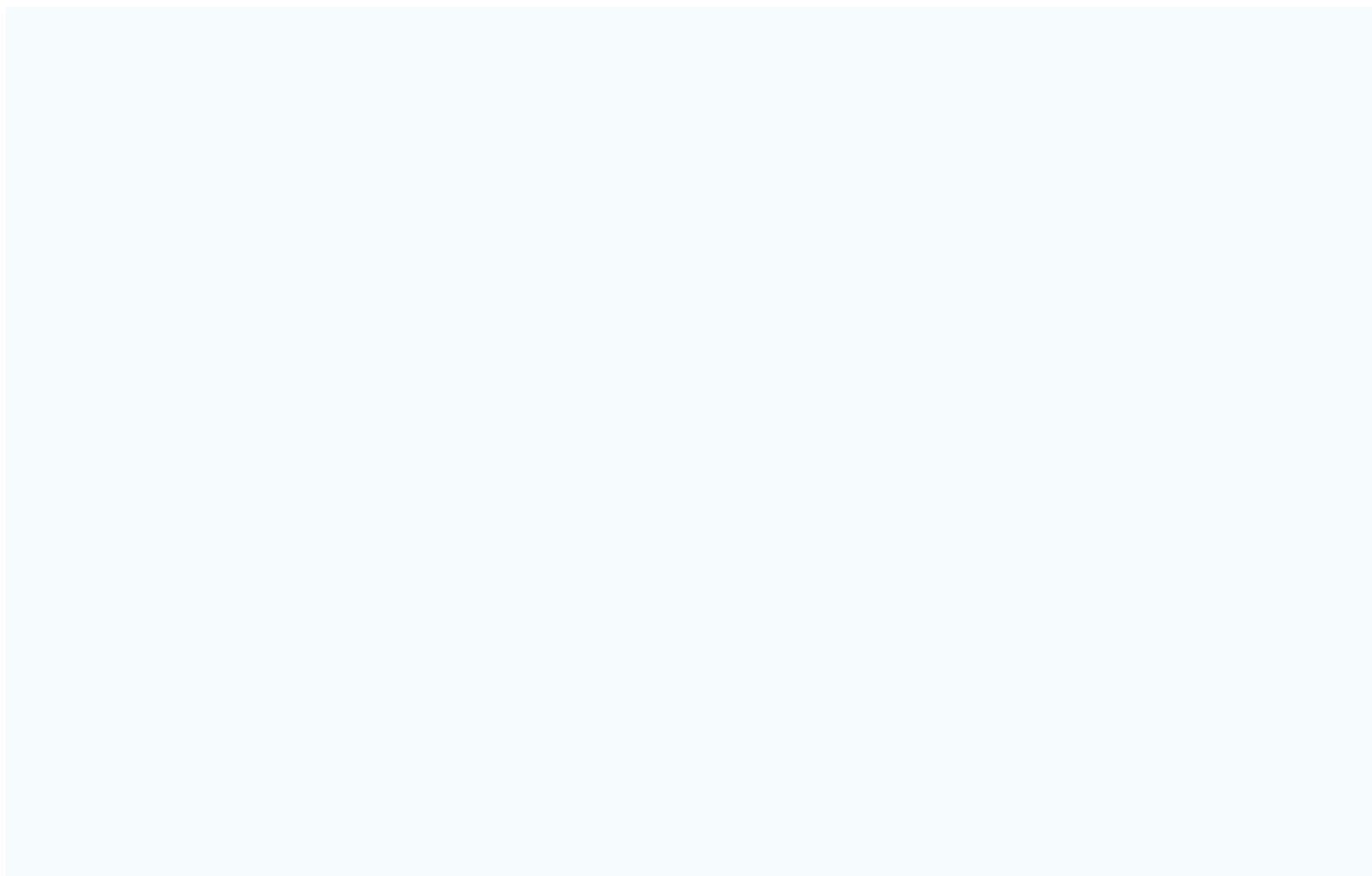
Eg. all staff, contractors, temporary staff

Your Policy

Now it's time to start thinking about your Sustainability Policy, how it supports your sustainability objectives, and will enable you to achieve them in a realistic timeframe.

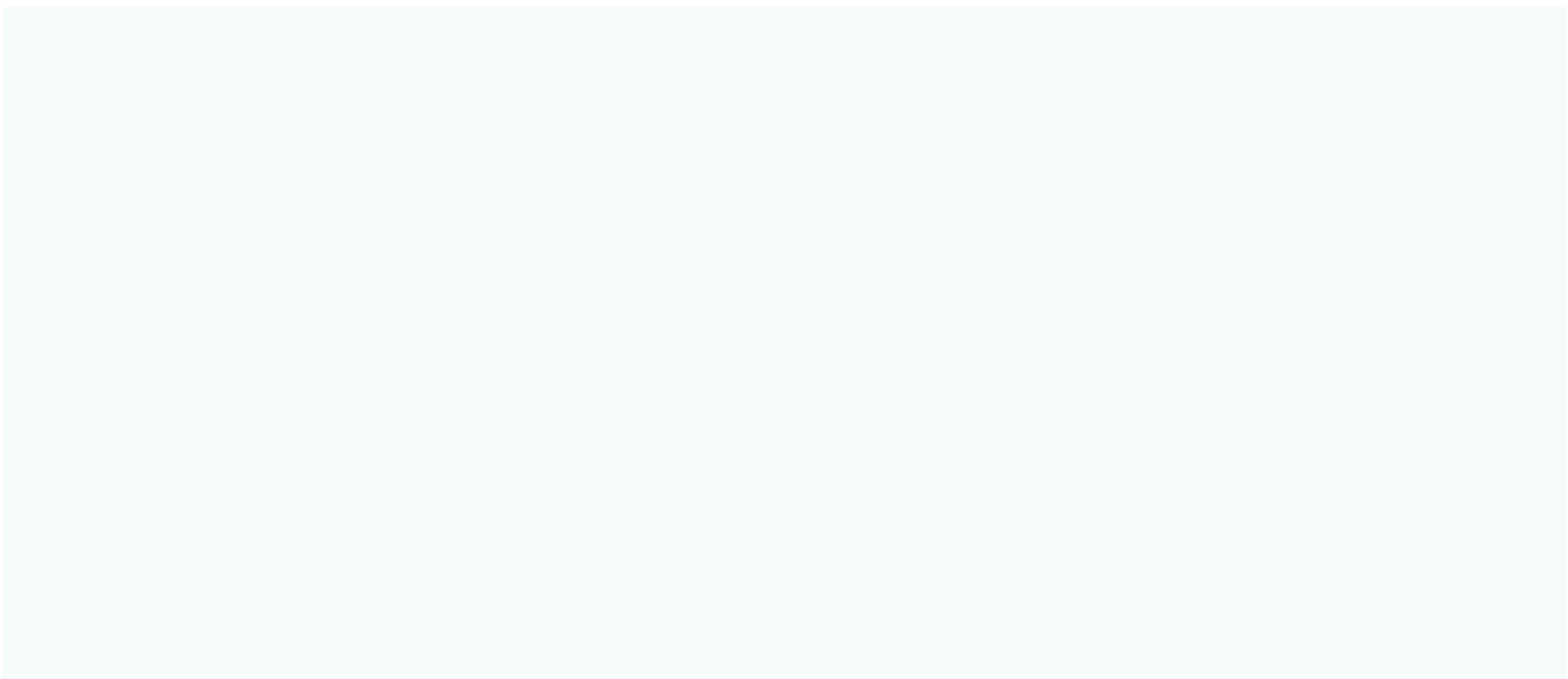
What do you need to do to achieve your sustainability objectives?

These will become your policy requirements



What are the things you need to do to help ensure your policy requirements are met/delivered?

In your policy, these are the practical steps you will take to ensure your policy requirements are met.



Are there any legal or regulatory enablers or constraints that may affect compliance with or delivery against the policy?

Who is responsible for maintaining and updating the content of the policy?

This will be the policy administrator

Example Sustainability Policy

Sustainability Policy

In line with our purpose and values, and to ensure the best possible chance of achieving our objective of being fully committed to sustainable development, across all aspects of the business, we will:

Requirements

- integrate sustainability considerations into all our business decisions.
- only work with businesses that have a sustainable policy in place.
- ensure that products and services are responsibly sourced.
- comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- encourage staff and contractors to be advocates of sustainability.

Practical Steps

To help ensure the Policy requirements are met, we will:

- set up a monthly meeting to review business decisions and whether they have considered sustainability.
- find out if all the businesses we work with have appropriate sustainability policies in place.
- make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sustainable management practices.
- create a report, reviewed monthly to track progress against target to ensure products are responsibly sourced.
- review all relevant legislation as it changes and implement processes to enable compliance.
- ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.

Legal constraints and/or enablers

There are no sustainability related legal or regulatory requirements that apply to our business this year.

Who does this Policy apply to?

This policy applies to all staff, contractors and temporary staff.

Policy Compliance

We expect the business to be able to fully comply with the policy within 6 months of the date of publishing so that the actions required to enable compliance are completed.

Non compliance with the Policy will be managed through the formal review process. Consequences for non compliance are set out in the company handbook.

Policy administration

The Operations Manager is responsible for maintaining and updating this Policy. The Policy will be reviewed annually as part of the continuous improvement cycle.

Signed:

Position:

Business Name:

Date:

Review Date:



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