**Environmental Policy**

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| Author | Sustainability and Climate Manager | | |
| Reviewed | RoS Board | | |
| Cleared | Keeper of the Registers of Scotland | | |
| Approval | Executive Management Team | Approval Date | Nov 2021 |
| Policy Version | 1.0 | | |
| Review Responsibility | Environmental Management Group | Review Date | Nov 2022 |
| Suitable for Publication | Y | | |
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1. Registers of Scotland (RoS) is a non-ministerial office responsible for compiling and maintaining 20 public registers relating to land, property, and other legal documents.
2. As a public sector organisation, RoS recognises the importance of tackling climate change and we are committed to reducing our impact on the environment through effective sustainable management of our operations and estate. Through staff engagement, the principles of sustainable development are embedded into day to day working practices.
3. Senior Management acknowledge their responsibilities in delivering this Policy, engaging with staff and working collaboratively with partners to support and contribute to our environmental objectives. We are committed to:

* Protecting the environment and minimising pollution arising from activities;
* Assessing the environmental impact of all business activities;
* Minimising our use of paper, energy and other natural resources;
* Fulfilling our compliance obligations in line with Scottish Government legislation and the Public Bodies Climate Change Duties under the Climate Change (Scotland) Act.

1. As part of our effort to continuously improve our operations and environmental performance, we have set the following objectives:

* Encourage and facilitate good environmental practice amongst staff and provide the necessary resources and training required;
* Investigate and implement measures to reduce our energy and water consumption;
* Reduce waste production, recycle as far as reasonably possible and raise awareness through signage and training;
* Procure materials, products and services within a framework that encourages sustainability and promotes the circular economy;
* Reduce the need to travel, utilise sustainable transport for business use and encourage alternative transport methods for staff commuting to work;
* Protect and enhance biodiversity on our estate and contribute further afield;
* Set realistic targets for reducing our environmental impact;
* Comply with legal and other requirements.

1. **Approval and review**

The Environmental Management Group are responsible for the Environmental Policy.

This policy will be reviewed and approved by the RoS Environmental Management Group annually, unless earlier review is appropriate.