

active.

W O R K P L A C E G R O U P

UNLOCKING POTENTIAL

Every step towards sustainability makes a difference.



ACTIVE'S SUSTAINABILITY STRATEGY

ONE YEAR ON

At Active, our aim has always been to continually serve our employees, clients and partners better, so last year we took a deep look into our business to understand our core values and our impacts on people and planet. After extensive analyses, discussions and opinions were considered, we ultimately decided that it was: **to create space for people to thrive.**

Whilst undertaking this process we recognised that Active can truly be a force for good - whether it's for our clients, our suppliers, or our own employees. We began to understand that we have a chance to not only accelerate environmental and social transformation through our reach and influence, but to help others in our industry do the same.

As a result, and after a great deal of research and planning, in November 2023 we launched our sustainability strategy: **Unlocking Potential**, along with our planned goals for the next 3 years. The strategy launch event was held at Dolby in Soho Square. Dolby are a wonderful client of Active's Facilities Management business who also take sustainability extremely seriously.



Creating our strategy was, perhaps, the easiest part. Truly embedding that into the beating heart of the business was quite a different matter. There is plenty of industry 'noise' around sustainability and green initiatives; it's easy to push out the right words to an audience - the hard work starts when the words stop.

Make no mistake, Active has had to invest hard to create a strategy that is more than a marketing tool or a promotional gimmick.

Embedding the pillars into the business has taken huge amounts of effort; busy people pitching for business, managing builds and servicing contracts tend to deprioritise

sustainability initiatives without considerable effort from those charged with driving its success. Bringing our supply chain on our journey was a similarly Herculean task.

But here we are, a year on and I am proud to say that Active **is** delivering on its strategy.

We are making measurable progress against our goals, and we can be truly proud of making a difference. This report outlines details of our progress against our declared goals, ensuring that we remain accountable to all our stakeholders for our sustainability strategy. If you would like to hear more about it and perhaps how we can help you get something similar underway in your business, then we are always happy to talk.

Our planet is a community and only through behaving like a community and working together, can we achieve anything of any significance.

Angela Love, **Director, Active Sustainability Champion**

Dawn Mancer, **Unlocking Potential Programme Manager**

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2027 GOALS

As part of our Unlocking Potential strategy, we identified the following goals that Active will remain accountable and benchmark progress against. We remain committed to a transparent report against each of these goals on an annual basis.

PEOPLE

1. Health, Safety & Wellbeing
2. Diverse & Inclusive Culture
3. Sustainable Careers & Development

PLACES

1. Sustainable Solutions
2. Climate Action
3. Community Relations & Social Impact

PARTNERSHIPS

1. Business Ethics & Transparency
2. Supply Chain Management
3. Industry Partnerships

UNLOCKING POTENTIAL IN PEOPLE



We know that our success is intricately tied to the talented individuals who make up our team. People are the heartbeat of our group, and their unique skills, diverse perspectives, and commitment is what drives our collective achievement and reputation.

Active is committed to backing its people with whatever they need to feel included, supported and educated throughout their careers.

GOAL – HEALTH, SAFETY & WELLBEING

Ensure that all employees and suppliers feel that their health, safety and wellbeing is prioritised and supported.

2024 PROGRESS

- Active has nominated and trained 2 Mental Health First Aiders with more planned. All employees are made aware that they are available for

confidential support and assistance. Care is taken in order that all employees have no need to approach a line manager to seek such support.

- Our Health and Safety Officer (HSO) oversees the delivery of every project and reports to the construction team. Weekly audits ensure smooth site operations. A programme of Health and Safety training has been applied to all 6 new starters. Refresher courses are scheduled and repeated for all operatives with ongoing need for awareness.
- Detailed RAMS (Risk Assessment & Method Statements) continue to be applied to every client-side project.
- All external suppliers working on client site are obliged to demonstrate an appropriate Health & Safety policy as a mandatory part of onboarding.

GOAL – DIVERSE & INCLUSIVE CULTURE

Ensure that Active Workplace Group provides an inclusive workplace for all employees.

Develop an inclusive recruitment process aligned to business values.

2024 PROGRESS

- HR outsourcing tasked with removing bias from recruitment processes.
- Diversity, Equality and Inclusion policy forms part of all Active onboarding agreements.
- Diversity Policies now a mandatory requirement for all suppliers with more than one employee.
- Active female employee representation at circa 30 per cent

GOAL – SUSTAINABLE CAREERS & DEVELOPMENT

Enable all employees to develop skills and embed sustainability into their roles and responsibilities.

Develop a structured apprenticeship and internship programme to improve access to the profession

2024 PROGRESS

- Active has now a dedicated resource for Sustainability in-house.
- Four new apprenticeships appointed from local area.
- Two apprentices completed course and appointed into permanent roles.
- One apprentice completed course and now pursuing alternative career.
- Additional training provided for employees including courses on: Health & Safety, AI use & sustainable design

UNLOCKING POTENTIAL IN PLACES



Working within a sustainable environment ourselves and creating workplace solutions for clients that optimise energy efficiency and sustainable design is a key pillar of all business activities performed by Active.

Researching and promoting more sustainable products and services to benefit every solution we deliver is a core remit for 2025.

GOAL – SUSTAINABLE SOLUTIONS

Support customers to make sustainable choices across all services.

2024 PROGRESS

This is an area that has proven difficult to make progress in this year given a multitude of business changes and challenges around resourcing. It will be a prime focus for Active in 2025.

GOAL – CLIMATE ACTION

Become a net zero carbon business by 2030.

Demonstrate improvement of environmental impact across our operations

2024 PROGRESS

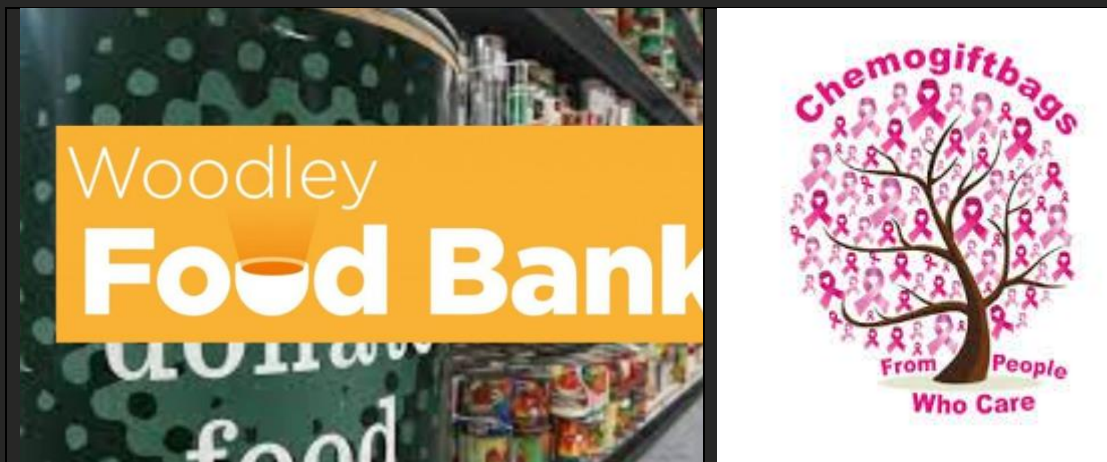
- Achieved new Grade A EPC rating for Active's premises in Woodley.
- Delivered campaigns around achieving EPC improvements for our clients in order to meet upcoming changes to Commercial Lease standards.
- Created our own in-house carbon calculator and process documentation in order to capture and report on our GHG emissions without external resourcing.
- GHG procurement codes have been embedded into the new account software used within Active in order to granulise detail around Scope 3 emissions.

GOAL – COMMUNITY RELATIONS & SOCIAL IMPACT

Develop a social impact strategy

2024 PROGRESS

- Active supports the local ChemoBags charity with free storage facilities within their warehouse.
- Active continues to collect and donate monthly to the Woodley Foodbank.
- Active has donated recycled furniture, printers and other electronic equipment to local charities in need.
- Active supports 2 days a year for employees to donate their time to a local charity or sustainable initiative of their choice.



UNLOCKING POTENTIAL IN PARTNERSHIPS



Active recognises that the best outcomes for sustainability initiatives are achieved through working in partnership with others. Through partnerships a ripple effect is created, and momentum gathers as we all move forward together. As an example of this, Active will ensure that their supply chain benefits directly from our significant investments so that they can begin their own journey without a great outlay.

Active has built up extensive knowledge and experience in delivering sustainable workplace solutions and remains committed to raising awareness to a broad range of stakeholders.

GOAL – BUSINESS ETHICS & TRANSPARENCY

Ensure accountability and transparency against our strategic goals

2024 PROGRESS

- Active has updated all onboarding documents to make DEI, Modern Slavery and Health and Safety and Mental Wellbeing a core awareness and requirement for all employees.

- Active is finalising its own carbon calculator and process documents in order to report Greenhouse Gas Emissions in-house.
- Active has embedded of sustainability conversion codes into our new accounting system to more accurately measure scope 3 emissions.
- Active has delivered marketing campaigns promoting our commitment to the circular economy and carbon and cost savings associated with it.
- Recently audited and maintained ISO 14001 Environmental Accreditation

GOAL – SUPPLY CHAIN MANAGEMENT

Ensure a diverse and engaged supply chain, including SMEs and not-for-profits.

2024 PROGRESS

- Active has completed the first stage of an extensive supplier programme that aims to ensure that ALL suppliers meet at least the minimum standards of our sustainability requirements. A triple tier standard system was designed and specified by Active for suppliers to meet bronze, silver or gold standards according to their current commitment to sustainability.
- All suppliers were invited to an awareness day on 21st February. Every supplier was then individually surveyed and assessed as to their current position within our framework. Suppliers who currently failed to meet minimum standards were directly assisted to achieve them if desired. Suppliers who would not commit to our minimum standards were removed from the preferred suppliers list.
- Eighty-seven per cent of all previous suppliers have now joined the programme and met our standards. Eleven per cent have achieved silver or gold standards.

GOAL – INDUSTRY PARTNERSHIPS

Participate in collaborative initiatives to accelerate sustainability in our industry.

2024 PROGRESS

- Active has continued its longstanding partnership with Investors in People and achieved a Silver Award in their most recent assessment.
- Active continues to support and attend speaking opportunities at The Office Management Group promoting sustainable design and build solutions to their audience.

- Active has attended various forums and awareness events to discover innovation in the sustainable workplace solutions arena. For example, learning about biophilic design with PlantPlan.
- Active achieved a Silver Award for Corporate Social Responsibility at the London Chamber of Commerce SME Business Awards. The award was recognition for our unwavering commitment to sustainability and making a positive impact in our community and beyond.
- Active has promoted recycle, reuse and responsible waste disposal across all social media.
- Active has promoted Smart Monitoring within its Facilities Management Division.

2025 - NEXT STEPS

PEOPLE

1. To continue to support mental health, wellbeing and diversity throughout the Active employee base
2. To continue a rolling programme of apprenticeships to provide opportunity to local talent for a career and education.
3. To continue to ensure a culture of inclusion throughout Active.

PLACES

1. To make volunteering for charity or giving back to the community mandatory for all Active employees rather than optional.
2. To continue to support local charities.
3. To make significant progress in identifying sustainable materials for use on projects and actively offering them during the tender process.
4. To utilise our in-house calculator and process documentation to create our first in-house carbon report.
5. Continued promotion of sustainable solutions and improvements with design and build and facilities management.
6. Continued deployment of recycle, reuse and responsible disposal on every project.
7. Client Carbon Reports for Project End

PARTNERSHIPS

1. To demonstrate how we can support suppliers on their Sustainability journey - we will be attempting to get our Bronze level suppliers to Silver Standard by supporting their carbon reporting for Scope 1 & 2 Emissions
2. Create a Client Carbon Report Structure using real-world client inputs.
3. A direct campaign to all suppliers to achieve the next level of award on our sustain suppliers scheme. Moving everyone forward with their sustainability awareness.
4. Continued investment in appropriate industry partnerships that promote sustainability within our industry.
5. To continue to provide speakers within our industry to promote sustainability.

CARBON REPORTING

This year we have used the consultancy services of JustOne to complete our emissions report. However, at the same time Active has created its own calculator and populated it with the data that is being passed to the consultancy to create our own process and capability to report.

Our report for 2023-24 will be available by the end of the year.



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W O R K P L A C E G R O U P

Active knows all about creating amazing spaces. With our family of specialist divisions, we not only design, build, and refurbish commercial spaces, but we also move and manage their facilities. We are one of very few 'One Stop Shops' for commercial spaces in the UK.

COMMERCIAL SPACE EXPERTS

We are not afraid to challenge a brief but always deliver the best solution possible with our talented multidisciplinary teams.

RELATIONSHIP BUILDERS

We handle some of the biggest brands and they come back time and again because they love how we do business.

SUSTAINABILITY CHAMPIONS

Our green credentials are backed by action. We are nice people, and we like to do good business and support the planet.

CONTACT DETAILS

For more details on our Unlocking Potential Programme, please contact in the first instance:

Dawn.Mancer@activeworkplacegroup.co.uk

activeworkplacegroup.co.uk

Telephone: 0118 944 2903