

YOUR SUSTAINABILITY POLICY GUIDE



Why does my business need a sustainability policy?

Businesses are under more pressure than ever to meet environmental responsibilities as part of their governance. Having a sustainability policy clearly defines your commitment to ethical and environmentally friendly practices, and to reduce the impact of your business activities on the environment and wider society.

Where do I start?

We have provided a template sustainability policy that you can adapt for your business. Here are some guidelines to help get you started.

See an example here:

[LINK](#)

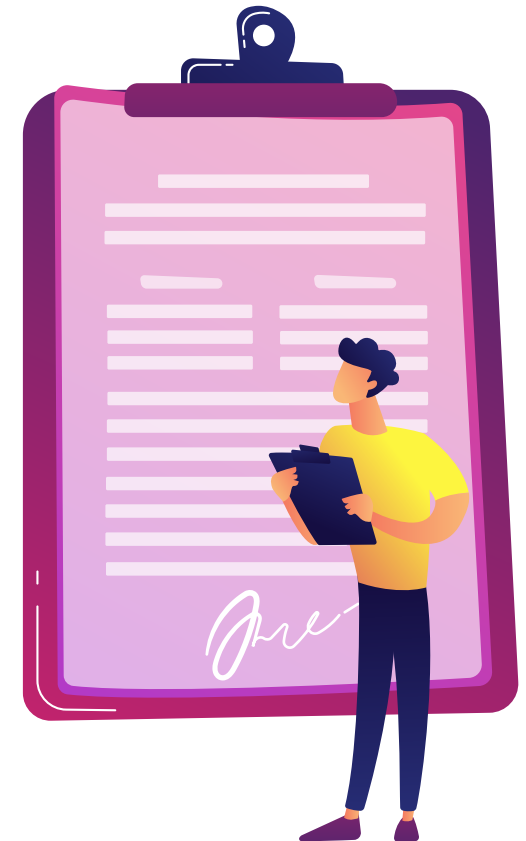
What should go in a sustainability policy?

Your policy should consist of:

- A short description of your business
- A statement about why environmental and sustainability issues are important to you and how you recognise the need to take action to limit the environmental impacts of your business.
- A list of five to ten bullet points that provide a series of statements on how your business will work to reduce its environmental impact.

These are some key statements that you should include in your policy. We've listed these in the policy template. Use the checklist below to review your policy, ensuring that you have considered, and included all the elements that are required.

The policy should be signed and dated, with a date set for an annual review. It should then be communicated to all stakeholders and employees, as well as made publicly available.



Sustainability Policy Checklist

Does the policy provide a brief overview of your business's activities?	YES	NO
Does it acknowledge the reasons you are looking to make this commitment?	YES	NO
Does it include a commitment to legislative/regulatory compliance?	YES	NO
Does it include a commitment to continual improvement?	YES	NO
Does it include a commitment to reducing your greenhouse gas emissions?	YES	NO
Does it include a commitment to consider the impact of your supply chain?	YES	NO
Does it include a commitment to managing and reducing waste?	YES	NO
Does it include a commitment to consider the wider social, economic, and environmental impacts of your business activities?	YES	NO
Has it been communicated to all employees and stakeholders?	YES	NO
Is it available to the public e.g., on your website?	YES	NO
Is it signed and dated by senior management?	YES	NO
Will it be regularly reviewed and revised?	YES	NO
Is it realistic and achievable, and will you use it to make a serious commitment to reducing your environmental impact?	YES	NO



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**Funded by
UK Government**

The project is fully funded by the UK Government through the UK Shared Prosperity Fund.