

## Ethical and Environmental Policy

### 1. Introduction

IPEM takes a long-term view on the delivery of its role and of its responsibility to act in an ethical and environmentally sustainable manner at all times.

### 2. Purpose of the Policy

This policy sets out how IPEM acts in accordance with its ethical principles and environmental responsibilities, particularly in terms of investments, suppliers and operations.

### 3. Scope of the Policy

This policy is intended to guide operational decisions, which may be taken by staff, volunteers or both working in partnership, where the actions of IPEM may have ethical and environmental implications. It is also intended to assist any suppliers, partners, or stakeholders in understanding IPEM's intentions.

### 4. Guidance

#### Investments

4.1 From time to time, IPEM commits surplus financial reserves to managed investment funds.

4.2 It is necessary for IPEM to work with a fund manager, who should be selected with due regard to their experience and expertise, appropriateness to the level of investment and to IPEM as a client. It is understood that IPEM may not be able to exercise total control over its investments once they are contracted to a fund manager, nor will the fund manager be dedicated to IPEM's investments.

4.3 Therefore it is important that IPEM's funds are managed by a responsible organisation, and the due diligence process around the selection of a fund manager should go beyond basic financial and regulatory considerations. There should be a focus on ethical and responsible investing, environmental, social and governance (ESG) risks and stewardship.

4.4 IPEM shall seek reassurance that its funds would be managed in a socially responsible way, in line with IPEM's values, Charity Commission guidance and the UN Principles for Responsible Investment, with particular regard to climate change (e.g. fossil fuel extraction and energy production, wherein sustainability obligations and the terms of international treaties are not met, deforestation and other contributing land uses) and human rights (e.g. forced or child labour) and with limitations on investments in the following areas of activity:

- Activities causing significant environmental pollution or destruction of natural habitat
- Armaments
- Oppressive regimes
- Alcohol and Tobacco
- Pornography
- Gambling
- High Interest Rate Lending

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### **Suppliers**

4.5 It is necessary for IPEM to enter contracts for the supply of goods and services in order to meet its charitable object.

4.6 Beyond due diligence relating to financial and governance considerations, wherever practical, IPEM's procurement process will seek the following from potential suppliers on contracts greater than £10,000:

4.6.1 Policies that positively address their responsibilities relating to climate change and environmental sustainability, aimed at reducing environmental impact, including a commitment to reduce greenhouse gas emissions, and to minimise habitat destruction.

4.6.2 Policies on labour standards, in particular ensuring that modern slavery and child labour are not present within their supply chains.

### **Operations**

4.7 In the course of discharging its charitable object and in relation to all activity including the managements of property and assets, beyond basic considerations of efficiency and effectiveness, IPEM will respect the following principles in procurement and in operational activity generally:

#### 4.7.1 Environmental Sustainability

- IPEM will seek to reduce its environmental impact by selecting goods and services which are themselves sustainable in terms of materials, waste, packaging and energy consumption
- IPEM will seek to reduce the waste generated in its office and where possible increase recycling and eliminate single use plastic items
- IPEM will seek to maximise the energy efficiency of its office building using renewable electricity and sustainable sources of heating where possible.
- IPEM will reduce staff and volunteer travel, and seek to avoid flying where practical alternatives are available, prioritising public transport.
- IPEM will provide national and international leadership, actively promoting to its members, stakeholders and other professional bodies, the need for commitment to environmental sustainability in all interactions.

#### 4.7.2 Ethics

- IPEM will deliver its charitable object in line with its own values, in a socially and environmentally responsible manner
- IPEM will seek to work with organisations and suppliers where values broadly align with IPEM's own and seek evidence of their commitment to Corporate Responsibility, including (but not limited to) discrimination in employment practices or in the workplace.

## **5. Relationship with other Policies**

### Expenses Policy Investment Policy

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Document Number: 0618  
 Version Number: 01.00  
 Issue Date: 03-02-2022  
 Revised by:

01-20-32 Page 2 of 3

Responsible Body: Trustees  
 Creation Date: 03-02-2022  
 Created by: Trustees

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### EDI Policy

#### 6. Breach of the Policy

- 6.1. Any breaches of this policy must be reported to the Chief Executive Officer or the Head of Operations and Finance, who have responsibility to investigate
- 6.2. Breaches of the policy will be managed with recourse to IPEM's Disciplinary Rules and Procedures in the Staff Handbook.

#### 7. Governance

- 7.1. The Board of Trustees has overall responsibility for ensuring this policy complies with IPEM's legal and ethical obligations, and that individuals comply with it.

#### 8. Policy Review

8.1 This policy will be reviewed by the Board of Trustees at least every three years, when there is a change in UK law and/or best practice or when an incident occurs that highlights a need for change – whichever occurs first.