



Sustainable ICT Policy

Digital Data and Technology Services

Creating a great place for living, together we are building a green and healthy future

Our Goal

To enable Defra to understand it's legal obligations and sustainable ICT policy and strategy in order to achieve sustainable outcomes in line with best practice.

This includes:

- The Waste Electrical and Electronic Equipment (WEEE) Regulations (2013)
- The Waste (England and Wales) Regulations 2011
- The Ecodesign for Energy-Related Products Regulations 2010
- The Producer Responsibility Obligations (Packaging Waste) (Amendment) Regulations 2010
- The Hazardous Waste (England and Wales) (Amendment) Regulations 2009
- The Climate Change Act
- Adhering to the Social Value Act;
- Adhering to the Modern Slavery Act;
- Reducing the environmental impact of our contracts;
- Supporting the Defra's greening government commitment targets;
- Adherence to the law generally, all relevant Government Guidance and Procurement Policy Notes.
- Sustainable Development Goals

We report to on the above

Digital Data and Technology Services believes in conducting business in a manner which achieves sustainable development whilst demonstrating a high degree of environmental, economic and social responsibility. We believe that this approach delivers better public services through IT.

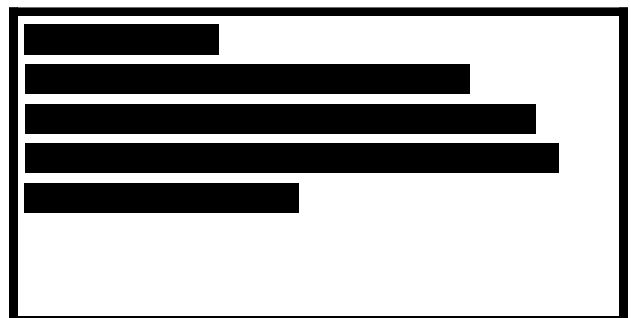


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Table 1 – Document change control record

The Waste (England and Wales) Regulations 2011 (as amended)

The waste (England and Wales) Regulation 2011 require businesses and organisations to confirm that they have applied the waste management hierarchy when transferring waste and include a declaration to this effect on their waste transfer note or consignment note.

The Waste Electrical and Electronic Equipment Regulation 2013 (as amended)

The Electrical and electronic equipment (EEE) is regulated to reduce the amount of waste electrical and electronic (WEEE) incinerated or sent to landfill sites. Reduction is achieved through various measures which encourage the recovery, reuse and recycling of products and components.

The Ecodesign for Energy Related Products Regulation 2010 (as amended)

All products in scope must have a declaration of conformity, have a supporting technical file to show compliance and display the CE marking label.

Producer Responsibility Obligations 2010

Businesses or organisations that produce or use packaging or sells packaged good are classed as an obligated packaging producer. Obligated packaging producers must reduce the amount of packaging produced in the first place, reduce how much packaging waste goes to landfill and increase the amount of packaging waste that's recycled and recovered.

The Hazardous Waste (England and Wales) Amended Regulations 2009

Sets out the regime for control and tracking of hazardous waste in England and Wales. A process of registration of hazardous waste and a system of recording the movement was introduced.

The Climate Change Act

Commits the **UK** government by law to reducing greenhouse gas emissions by at least 100% of 1990 levels (net zero) by 2050

The Social Value Act

The Public Services (Social Value) Act 2012 came into force on 31st January 2013. It requires the Defra “to have regard to economic, social and environmental wellbeing in connection with public services contracts; and for connected purposes”.

[Public Services Social Value Act 2012 PP N](#). This means that we must consider where added benefit, in relation to social value aspects, can be delivered to the department, where relevant and proportionate, above those already delivered as part of the requirements of the specification.

The Modern Slavery Act

The Modern Slavery Act 2015 (“The Act”) categorises offences of Slavery, Servitude and Forced or Compulsory Labour and Human Trafficking. These are all included in the term ‘modern slavery’. The Act requires businesses with a total turnover of £36m or above who carry out all or some of their business in the UK to publish an annual slavery and human trafficking statement. Businesses should set out what action they have taken to tackle modern slavery in their business or supply chains. This will allow consumers, investors and campaigners to hold them to account and call for them to do more.

Greening Government Commitments (GGC)

The GGC set out the actions UK government departments and their agencies will take to reduce their impacts on the environment in the period 2016 to 2020. They set out targets to reduce their greenhouse gas emissions, send less waste to landfill and reduce the overall amount of waste they produce and reduce water consumption. They also set out commitments for departments to improve sustainable procurement and report transparently on key sustainability issues.

Greening Government of ICT

Sets out how government ICT will contribute to the green commitments and deliver financial savings as well as efficient, green practices. **Defra is reporting a reduction in carbon emissions and a move to green energy based on 2018 levels. Full details to follow.**

The Sustainable Development Goals

The **Sustainable Development Goals** (SDGs), also known as the Global **Goals**, were adopted by all United Nations Member States in 2015 as a universal call to action. 17 global goals are designed to be a "blueprint to achieve a better and more sustainable future for all". All organisations must report on progress made to support the SDG's.

Our Sustainable IT Strategic Pillars and Principles

- ❖ Reduce and mitigate carbon emissions (Net Zero)
- ❖ Efficient resource use and reduced waste
- ❖ Demonstrate transparency and mitigate risk
- ❖ Make sustainability business as usual
- ❖ Provide net gains for the environment

Our Sustainable ICT Approach

- ❖ We are committed to **full legal compliance** in all that we do
- ❖ We will adopt a **reuse strategy** of IT hardware
- ❖ We will further develop our standing as the **lead department** in sustainable IT
- ❖ We will continuously **benchmark and evaluate** what we do to improve our performance
- ❖ We actively **assess and manage** the **environmental, economic and social impacts** of our **operations and activities**
- ❖ We will aim to provide a **safe, fulfilling and rewarding career** for all our employees
- ❖ We will include **sustainability considerations** in **our IT contracts**

Our Commitments

- ❖ **Maximise emission savings** of our IT and activities. Reports in kilowatts
- ❖ **Minimise consumption of resources** and waste arising (e.g. packaging and plastic)
- ❖ **Comply** with all **relevant legislation**
- ❖ Maintaining the **ISO 14001** standard on the **IT front**
- ❖ **Train staff** on our **sustainability objectives**
- ❖ **Communicate and report progress**, both **internally** and **externally**
- ❖ **Operate** in a **socially, environmental and ethically responsible manner**
- ❖ Use all suitable opportunities to **influence our partners, suppliers and sub-contractors** to **improve their own environmental performance**.
- ❖ **Avoid physically travelling to meetings** etc. where alternatives are available and practical, such as using teleconferencing, video conferencing
- ❖ **Promote walking, cycling and/or use public transport**
- ❖ **Support investment in renewable energy schemes** and **carbon offsetting schemes**
- ❖ **recycle all printing consumables, reduce print and minimise our use of paper**
- ❖ make decisions based on **data** and **evidence**
- ❖ **Capture the sustainability benefits of our IT solutions**
- ❖ **Design our IT architecture and services with sustainability considerations**

Sustainable IT Refresh Policy

Circular Economy

The circular economy is a model of economic activity that aims to replace the traditional linear economic model. In a circular economy, materials and products are made and reused more efficiently in order to prevent waste. Defra's position is that all suppliers are to reuse all IT hardware within the organisation first.

- ❖ All our suppliers are expected to evidence efforts to reuse IT hardware.

Suppliers will follow the end of life hierarchy for products.

Our product Hierarchy (end of life)

- ❖ Prevent
- ❖ Reuse
- ❖ Refurbish/Remanufacture
- ❖ Repair
- ❖ Recycle

Defra DDTS have a zero to landfill policy.

Refreshment Plan – Should be conducted in the most sustainable way, thus minimising travel and emissions in accordance. Suppliers or its Sub-contractor shall remove all packaging from the authority site after asset installation or bulk rollout of hardware in accordance with schedule 11/contractual obligations.

Procurement of IT

We will undertake sustainable procurement considerations into account from the outset.

We work with suppliers that demonstrate sustainable practices such as:

Environmental

- ✓ Phasing out single-use plastics
- ✓ Using energy efficient products (e.g. EPEAT, Energy Star, Energy Efficiency)
- ✓ Monitoring and reducing greenhouse gas emissions and using renewable/green energy
- ✓ Increasing resource efficiency, reducing and minimising waste
- ✓ Reducing energy, emissions and fuel consumption (Net Zero)
- ✓ Sourcing packaging from 100% sustainable material (made from renewable resources (plants) and recycled resources).
- ✓ Ensuring implementation of environmental management systems (e.g. ISO 14001)

Social

- ✓ Monitoring labour standards through the supply chain
- ✓ Including a strong anti-bribery and anti-corruption policy
- ✓ Collaborating with communities for example, by encourage staff and volunteers to share ICT skills or take laptops and other mobile equipment to community centres to provide computer and internet access to support community activities
- ✓ Conducting human rights due diligence
- ✓ Complying with:
 - international standards such as the [OECD Due-Diligence Framework for Responsible Business Conduct](#) and the [UN Guiding Principles on Business and Human Rights](#)
 - provisions of the [Equality Act 2010](#)
 - the [Modern Slavery Act 2015](#) (Inc Statement >£36m)
 - Reasonable [Country of Origin Inquiry](#)

Economic

- ✓ Paying a living wage to employees
- ✓ Enhancing the [Country Growth Agenda](#)
- ✓ [Creating sustainable jobs](#)
- ✓ Supporting young people into apprenticeships

Digital Data and Technology Services Scoring Criteria (Procurement of IT)

Marking Guidance

To fully meet the requirement, suppliers must demonstrate they will implement and measure all of the above. Their responses must demonstrate how they intend to reasonably maximise the scale of the benefits through delivery of the Service.

Suggested Scoring Mechanism: 10% of the procurement (minimum)

Scoring Criteria - Assessment Explanation

Score

100%

The response meets the requirement in full with strong evidence. Demonstration in the response of the relevant ability, understanding, skills, resources and quality measures required to provide the services in full, with strong evidence to support delivery of the full requirement

80%

The response meets the requirement in full with some evidence. Demonstration in the response of the relevant ability, understanding, skills, resources and quality measures required to provide the services in full, though with only limited evidence to support delivery of the full requirement.

50%

The response meets the requirement to an acceptable level but with some reservations. The response has some, but acceptable reservations, regarding relevant ability, understanding, expertise, skills, resources and/or quality measures required but with insufficient evidence to support delivery of the full requirement.

0%

The response does not meet the requirement. The response does not comply and/or insufficient evidence provided to demonstrate that the response contains the relevant ability, understanding, expertise, skills, resource and quality measures required to deliver the requirement.