



Internal Environmental Sustainability Policy

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Version 1.3

Document control

Title	Internal Environmental Sustainability Policy
Prepared by	Internal Sustainability Policy Head of Estates and Resilience (policy owner)
Approved by	Executive Leadership Group and Board
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Status control

Version	Date	Status	Prepared by	Reason for amendment
1.1	Dec 2019	Approved	Head of Facilities	
1.2	February 2025	Draft	Internal Sustainability Manager	Regular review – for ELG review
1.3	November 2025	For approval	Internal Sustainability Manager	Amendments following ELG for Board approval

1 Vision and commitment

VisitScotland's purpose is to drive the visitor economy, growing its value to Scotland, and ensuring tourism and events are a force for good. We use data and insight to inform our work. This ensures we reach the right audiences, offer the right support to businesses, and prioritise the markets where we see growth and potential.

VisitScotland is committed to embedding and implementing a robust Internal Environmental Sustainability Policy to drive forward the organisation's work towards net zero while actively working towards making Scotland a leader in sustainable tourism development. This policy provides a framework for action aligned to VisitScotland's Corporate Plan 2025 to 2028.

2 Sustainability ambition

VisitScotland has a vision for Scotland to be one of the most economically, environmentally and socially sustainable destinations in the world. We will support our environmental sustainability ambitions through direct action, internal activities and supporting and influencing others.

3 Key objectives

Our 2025 to 2028 Corporate Plan commits the organisation to the following which are in line with Scottish Government targets:

- Net zero scope 1 and 2 carbon emissions by 2030, and
- Net zero scope 3 emissions by 2045.

This policy outlines VisitScotland's key internal environmental sustainability objectives, which we will pursue through our internal operations to deliver the above commitments. VisitScotland aims to infuse environmental sustainability principles into all our internal activities, driving forward continued emissions reductions by:

- Embedding carbon emissions into all of our activity business cases (ABCs), raising internal awareness of our carbon spend and taking direct action to reduce our carbon impact

- Minimising resource use through our Estates Strategy, resulting in reduced Scope 1 and 2 emissions.
- Minimising waste production through staff engagement, contributing to reduced Scope 3 emissions.
- Empowering our staff to make greener choices through a clear and concise business travel policy, resulting in a positive impact to our business travel emissions.
- Continuously seeking to improve our carbon reporting, allowing more accurate data to be collected.
- Supporting climate change mitigation and adaptation throughout our Estate strategy.
- Setting up processes to allow us to engage with suppliers to drive improved sustainability performance.
- Providing the necessary information and support, to ensure all staff exercise their environmental and social responsibility.

4 Strategic context

Climate change

VisitScotland acknowledges the urgent need to address climate change. We are committed to reducing our own greenhouse gas emissions and adapting to climate change. We recognise our duties under Scottish Government Climate Change Legislation and aim to reduce our carbon emissions in line with government targets as detailed in the Key objectives section.

5 Reporting

VisitScotland will incorporate the principles outlined in this policy into its day-to-day operations. We will develop appropriate procedures, set annual targets, and create a supporting action plan to demonstrate our commitment to continuous improvement. These targets and actions will be reviewed and reported on a quarterly basis by ARC/Board, and an internal environmental sustainability report will be published annually on our corporate website, detailing the impact of Scope 1, 2 and 3 greenhouse gas emissions directly linked to VisitScotland.

6 Relevant legislation and regulation and compliance requirements

VisitScotland is committed to complying with all relevant legislation and regulations. Some key areas of legislation and duties relevant to our environmental sustainability objectives include:

- Climate Change (Emissions Reduction Targets) (Scotland) Act 2024
- Single Use Carrier Bags Charge (Scotland) Regulations 2014
- Waste (Scotland) Regulations 2012
- Equality Act 2010
- Procurement Reform (Scotland) Act 2014
- Nature Conservation (Scotland) Act 2004
- Wildlife and Natural Environment (Scotland) Act 2011
- Islands (Scotland) Act 2018

We will report on our support for these targets and actions as required.

7 Governance and oversight of Internal Environmental Sustainability Policy

- **Board:** The governing body of VisitScotland is responsible for approving the Internal Environmental Sustainability Policy and the Annual Internal Environmental Sustainability Report. They provide leadership and support for promoting sustainability in tourism within Scotland.
- **Executive Leadership Group:** This group ensures resources are available to meet the needs of the Environmental Sustainability Policy and deliver the targets. They set an example for staff and delegate duties to achieve environmental sustainability objectives.
- **Carbon Action Group (CO2A):** This group will facilitate our transition to net zero focussing on Scope 3 emissions. They will deliver a programme of work aligning spending and resources and ensure that carbon reporting processes support the organisation.
- **Internal Sustainability Steering Group (ISSG):** This cross-departmental group is responsible for creating, leading, and reporting on the operational delivery of

the internal annual environmental sustainability management plan. The ISSG ensures that environmental sustainability considerations are embedded into the organisation.

- **Heads of department and line managers:** These individuals are responsible for driving change and ensuring their staff contribute to environmental sustainability objectives in day-to-day operations. They support staff to achieve Green Tourism sustainability awards for their places of work and encourage environmental sustainable practices within home working.
- **All VisitScotland staff:** All staff should consider the environmental sustainability impact of all their activities and ways to reduce this, thus contributing to achieving environmental sustainability objectives internally.
- **People and Culture:** People and culture ensures that appropriate training is available to all staff, covering the environmental sustainability objectives.

8 Relationship to other policies

- Best Value Policy
- Contract Leased Car Policy
- Driving for Work Policy
- Excess Fares Allowance Policy
- Fair Work First Policy
- Hybrid Working Policy
- Procurement Strategy and Policy Framework
- Travel and Subsistence Policy
- Whistleblowing Policy