

Environmental policy



Date written: January 2024	Version: 1
Date due for review: December 2024	Amendments:

Purpose

The purpose of this policy is to set out our commitment and responsibilities, and of those working for us, in observing and upholding our position on environmentally friendly activities.

Scope

This policy applies to all current volunteers, staff members and trustees, along with self-employed consultants or contractors, third party representatives and business partners, sponsors and any other person associated with us.

1. Policy statement

- 1.1 It is our policy to always consider the effects of our organisation's actions on the local and global environment. We are aware of the impact of our activities on the environment and are committed to taking steps to minimise that impact.
- 1.2 This policy does not form part of any employee's contract of employment and it may be amended at any time. We may also vary elements, such as any time limits, as appropriate in any case.

2. Who is responsible for this policy?

- 2.1 While senior managers hold responsibility for making sure this policy is complied with, its successful operation also depends on all staff. Please take the time to read and understand it and to go back to your manager with any questions you may have.

3. Our responsibilities and commitments

- 3.1 We will do the following in order to uphold our commitment to minimising our impact on the environment:

- a) LEGAL COMPLIANCE
- We will comply with all relevant environmental legislation and sustainability commitments
 - We will regularly review our environmental commitments to ensure they continue to meet any upcoming or planned regulatory changes.
- b) FOSSIL FUELS AND CLIMATE CHANGE
- As tenants, we will incorporate energy efficiency measures into our facilities and premises and promote efficient energy use in all areas of our activities wherever possible;
 - We will minimise our carbon impact by adopting sustainable transport and travel practices (see below).
- c) TRANSPORT AND TRAVEL
- We will promote environmentally friendly travel to work such as car sharing, cycling and public transport;
 - We will promote and invest in technologies that provide alternatives to business travel;
 - Where business travel is necessary, we will promote use of the most environmentally friendly options.
- d) WASTE AND USE OF RESOURCES
- We will minimise the amount of waste that goes to landfill by adopting the waste hierarchy: Eliminate; Reduce; Reuse; Recycle.
 - We are committed to reducing and minimising waste wherever possible by evaluating our operations and ensuring they are as efficient as possible.
 - We are committed to recycling and reuse internally, therefore reducing the impact and cost of landfill use we cause.
- e) SUSTAINABLE PROCUREMENT
- We will consider environmental issues when sourcing our products and supplies, by choosing environmentally friendly materials for example.
 - procure sustainable office stationery and ensure all plates, cutlery and cups are biodegradable and composted
 - use chemically benign cleaning products
 - use Fairtrade tea, coffee and sugar
 - We will encourage the adoption of similar principles by our suppliers and customers.

f) **COMMUNICATIONS**

- We will include environmental issues as part of our training / induction programme and enlist new recruits' support in meeting our aim.
- All staff will be made aware of how / where to recycle during their training / induction.

4. MONITORING AND REVIEW OF THE POLICY

- 4.1 We will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.

Review due: January 2026