



## **Environmental Policy**

Reviewed: May 2015

Next review: May 2017

Responsible: Trustee Board

### **Our environmental statement**

We are working towards a more sustainable world. To help achieve this we will:

- Identify and take action wherever possible to reduce and recycle waste
- Conserve energy and water
- Make every effort to reduce carbon emissions associated with transport
- Communicate and demonstrate the benefits of our commitments to funders, staff, volunteers, members, and the public, and encourage them to adhere to our Environmental Policy
- Make every effort to improve our environmental performance and regularly review and monitor it as part of our quarterly monitoring
- Consider environmental concerns and impacts in all of our decision making and activities
- Promote the use of public transport, cycling and walking by staff, volunteers, members, and the public using our services
- Consider energy consumption and ethical criteria when making purchasing decisions
- Comply with the requirements of environmental legislation and approved codes of practice eg Environment Agency
- Work with Community Base and with information providers eg on energy use to both understand and to disseminate good environmental practice
- Keep awareness high within the team by nomination an Environmental Champion or Champions
- Look at developing an action plan to further address areas that can be improved (when next reviewing the policy)

### **Our environmental practices**

#### **Transport**

- Endeavour to cut down on travelling to smaller meetings, where appropriate, by holding telephone or online meetings
- Use public transport or walk where possible
- Use meeting venues with good access to public transport or within walking distance

#### **Recycling**

- Use re-usable products and recycled stationery as much as possible
- Use biodegradable substances
- Recycle paper and printer cartridges

#### **Energy**

- Switch off electrical equipment and lights when not in use, and put reminder signs in place
- Buy energy efficient products

- Work with Community Base to better understand and reduce 'hidden' ICT energy use eg internet applications which rely on energy hungry distant banks of servers: 2 Google searches use equivalent energy to boiling the kettle for a cup of tea!

### **Minimising Waste**

- Avoid products with excess packaging
- Minimise use of paper in the office by printing double sided, photocopying double sided or use email or computers instead
- Minimise use of paper in meetings, use projectors where possible
- Minimise food waste by ensuring that we don't over-order, and where possible redistribute any left over food

### **Ethical Consumption**

- Actively seek to buy locally sourced, fair-trade and ethical goods
- Promote ethical eating by providing vegetarian food at events