

## Environment Policy

The Environmental Policy covers all aspects of (Agency Name) operations – from good housekeeping measures such as using both sides of paper prior to recycling, to ensuring that investments made are environmentally sound. The policy also commits us to promoting suppliers and services who adhere to environmentally sound ways of operating.

All staff must have access to this Environmental Policy through the staff information file held on computer. The Environmental Policy will be regularly referred to in decision-making and through team meetings. It is to be included during the induction of new staff, board members and volunteers. It shall be reviewed bi-annually by the Business Management Committee.

- ✘ **(Agency Name) practises** the principles of the **3Rs** by:
  - i. **Reducing** waste where possible by thinking about what we buy and how we use it. Non-essential documents and emails will not be printed. We will annually review which internal documents and external publications are essential, if they are not they will be cancelled thus reducing waste and saving money. We will endeavour to avoid disposable cups and food packaging bought by the office and for events. We will ensure all our printing and photocopying is done on double-sided paper.
  - ii. **Re-use** wherever possible by trying to find a second life for items especially paper and office stationery. Scrap paper will be used in printers, fax machines, for taking messages and for writing notes or draft copies of documents. We are committed to the re-cycling of envelopes and packaging and these will be reused. We are currently limited in the re-cycling of envelopes for post as tenants of the City Council, which does not accept re-used envelopes for postage through the franking system. We will investigate alternative post systems to overcome this barrier.
  - iii. **Recycle** as the least preferred option of the 3Rs. While a tenant of the City Council (Agency Name) will use the in-house systems for card and paper re-cycling. Toner cartridges and inkjets will also be recycled. If office furniture or IT equipment is being replaced then (Agency Name) will seek to have those items reused or recycled. We will use/support social economy organisations to recycle materials as appropriate.

✘ (Agency Name) will **buy recycled**. We will endeavour to switch all publications and general office papers to 100% post-consumer waste recycled papers, any additional purchasing costs will be balanced against reduced consumption (see above). When purchasing other items of office equipment recycled options will be considered.

✘ (Agency Name) will seek to purchase **fair-traded and environmentally sound goods**. In particular wood products should carry the Forestry Stewardship Council logo, and when catering for events food should be organic, and tea, coffee and other products (eg chocolate biscuits!) should be fair-traded. Wherever possible we will buy locally produced items, and when catering for meetings and events will purchase from local traders (preferably within the social economy). We will ensure staff have access to a pension scheme that offers ethical investment, and hold our bank account with an ethical bank.

✘ (Agency Name) will promote the use of cycling and walking as the main means of **travel** to local meetings, and use public transport where systems allow efficient use. For journeys that require the use of a car, car sharing will be encouraged. (Where personal mobility or access issues present an excluding difficulty for (Agency Name) members, (Agency Name) will cover costs of taxi or other appropriate transport in line with our Equality Policy and practice, however).

✘ (Agency Name) will seek to minimise the use of **energy** in its activities. Many aspects of building management are the responsibility of the XXX as our Landlord. However, we will address this issue within our office space in relation to equipment etc, for example lights and equipment will be switched on only when needed and not out of routine.

***Disclaimer: The information provided here is intended to give some pointers and is not fully exhaustive. The C3 partnership cannot accept and legal responsibility for how this information is used.***