Environmental Policy

[insert name of organisation] is committed to continually improve our environmental performance and to effectively manage our significant environmental impacts. This policy communicates our environmental aims and objectives to all staff and volunteers, as well as to service users, partners and other external stakeholders. This policy applies to all trustees, staff and volunteers and should be used in decision-making and in the induction of new staff, board members and volunteers.

We are committed to reducing the negative environmental impacts of our activities, in particular:
- office/building: energy use, water use and waste;
- travel and commuting: energy use;
- communications materials: use of resources (mainly paper and inks) and transport for printed materials and use of energy for storage, downloading, streaming and/or online reading for digital communications;
- events: energy use, water use, food, waste, transport and travel;
- the goods and services we choose for our offices: stationery, ICT and electronic equipment, furniture and cleaning and;
- services we use: website, data and email hosting and banking.

[insert name of organisation] practises the principles of the 3R's:

Reduce energy consumption and waste by thinking about what we buy and how we use it. For example, we will:
[list examples of what you will do, for example:]
- provide documents electronically where possible and minimise the use of paper based documents
- share office equipment and resources
- where possible, we use local suppliers
- avoid printing non-essential documents and emails
- avoid purchasing and using disposable cups and food packaging in the office and for external events
- ensure printing and photocopying is done double-sided whenever possible
- replace light bulbs/fittings with those that are more energy-efficient over time
- promote the use of cycling and walking for travel to local meetings
- switch off lights and equipment when not in use
- keep heating and artificial cooling to a minimum
- the local nature of our work reduces travel, we encourage the use of public transport for the majority of journeys and we encourage car sharing

Re-use by trying to find a second life for items especially paper and office stationery. For example, we will:
[list examples of what you will do, for example:]
- use both sides of paper prior to recycling and re-use envelopes and packaging where possible
- consider acquiring second-hand or refurbished equipment rather than purchasing new

Recycle as the least preferred option of the 3Rs. For example, we will:
[list examples of what you will do, for example:]
- use an orange-lidded bin for waste that can be recycled by the local authority

- seek to have unwanted office furniture or IT equipment reused or recycled
- recycle toner cartridges and inkjets and recycle glass at local bottle banks

[insert name of organisation] will monitor progress and review environmental performance against these objectives at least annually.