

# Model Environmental Policy

The Environmental Policy covers all aspects of (name of organisation) 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 that adhere to environmentally sound ways of operating.

All staff must have access to this Environmental Policy through the policy folder.

The Environmental Policy should be regularly referred to in decision making through team meetings that involve the 3Rs Reduce, Reuse and Recycle. It is to be included during the induction of new staff, board members and volunteers.

(Name of organisation) practises the principles of the 3Rs:

1. **Reduce** waste where possible by thinking about what we buy and how we use it.
  - Nonessential 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 for events.
  - We will ensure all printing and photocopying is done on doublesided paper.
2. **Reuse** 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.
  - Envelopes and packaging will be reused where possible.
3. **Recycle** as the least preferred option of the 3Rs.

(Name of organisation) will have a nominated person who will have the responsibility to recycle paper, cardboard, toner cartridges and inkjets will also be recycled.

If office furniture or IT equipment is being replaced then (name of organisation) will seek to have those items reused or recycled

**Recycled paper**

(Name of organisation) will buy recycled paper. We will endeavour switching all publications and general office papers to 100% postconsumer waste recycled papers, any additional purchasing costs will be balanced against reduced consumption.

**Fair Trade**

(Name of organisation) will seek to purchase fair traded and environmentally sound goods. When catering for events, food should be organic, and tea and coffee should be fairtraded.

**Travel**

(Name of organisation) will promote the use of cycling and walking as the main means of travel to local meetings. We will also ensure the use of public transport for the majority of journeys. For journeys requiring car sharing, will be encouraged.

**Energy**

(Name of organisation) will seek to minimise the use of energy in its activities. Over time electric light bulbs will be replaced with those that are more energy efficient. Lights and equipment will be switched on only when needed and not out of routine. Heating will be kept to a minimum and the thermostat will be regularly checked to ensure it is not set too high, thereby promoting the need to open windows.

The environmental policy will need to be reviewed annually. All aspects of the policy are monitored as an ongoing practice. An annual review will be carried out by the management committee.

Name:.....

Signed:.....

Date:.....