**Environmental Policy**

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| --- |
| Agreed by onDate for next check: |

We want to protect the environment.

By following this policy we can:

* do a good job
* protect the environment
* save money

**Recycling rubbish**

We encourage staff to recycle when working from home.

Where staff have the facilities to do so, we encourage the following:

* put teabags and food waste in a green caddy (to be composted)
* recycle paper
* recycle plastic
* recycle tin can.
* Recycle toner cartridges
* Recycle cardboard.

**How we work**

We encourage staff to think about environmental issues when working from home.

We encourage the following good practice:

**Paper**

* If a sheet of paper has been printed on one side, keep it, so that the other side can be used as ‘scrap paper’.
* Use the scrap paper for drafting, notes etc.
* If you are printing something to use in the office, use scrap paper. This will save paper used by the organisation and save money.
* Use email where possible (rather than paper letters)
* Reuse envelopes by using sticky address labels
* When paper has been used on both sides, put it in the recycling box.

**Stationery**

Where possible, we encourage staff to:

* Use water-based marker pens
* Buy refillable toner cartridges for laser printers and photocopiers – and get them refilled.
* Look at what equipment they use, and try to be environmentally friendly.

**We encourage staff to consider the following when working from home and when attending meetings and events.**

* Use cups/glasses and plates (not plastic cups)
* Recycle plastic bottles where facilities are available.
* Ask catering suppliers whether their food is locally and sustainably sourced.

**We encourage staff to consider the following when working from home.**

**Cleaning**

* Use environmentally friendly cleaning products.

**Saving energy**

**Lighting**

* Use low energy bulbs

**Power**

* Switch off lights when you are leaving a room
* Do not leave computers on or on standby
* Switch the computer screen off when you switch off the computer.  Computer screens use a lot of electricity even on standby
* Switch off any heaters or air conditioning you have when you leave a room.
* Check the energy efficiency on all new work related equipment.
* Maintain work equipment, so it works efficiently.
* Use mains electricity rather than batteries wherever possible.
* Use rechargeable batteries if you must use batteries.

**Water**

* Remember to turn the tap off.
* Fill the sink to wash dishes and mugs.
* Provide tap water at meetings, events and conferences.

**Travel**

Try to:

* Walk
* Cycle
* Use a bus or train
* Car share with other people.

**Other things to think about**

Before buying anything, think:

* Can we borrow from another organisation?
* Can we share with another organisation?
* Can we buy things from a local shop?
* Can we buy from a second-hand shop?

Before getting rid of anything, think:

* Can another organisation use it?
* Can we give it to a charity shop?
* Can we sell it to a second-hand shop?
* Can we recycle it?