**Name of Organisation**

**Environmental and Sustainability Policy**

**Aims**

* To conserve energy.
* To conserve water.
* To minimise and effectively manage waste.
* To promote sustainable transport options.
* To conserve materials and resources.
* To use our investments to promote/safeguard environmental sustainability.

(Depending on the nature of your organisation, you may have further aims such as supporting campaigns for better air quality in a local area, providing education on environmental issues to beneficiaries or developing biodiversity in physical spaces.)

**Actions**

**(**Please customise your action to what is achievable and relevant to your organisation. This list is not exhaustive and there may be other steps your organisation can take.)

1. **Energy Use**

We will:

* monitor our energy usage on an ongoing basis.
* ensure all lights and electrical devices are switched off at the end of the day.
* use energy-efficient light bulbs wherever possible.
* purchase and use energy-efficient equipment wherever possible.
* use a thermostat to regular indoor temperature and maintain this at xx degrees during the day.
* reduce heating when the building is not in use to xx degrees.
* use an energy supplier that provides 100% renewable energy.

1. **Water Use**

We will:

* monitor our water usage.
* turn off or repair dripping taps.
* use water saving devices e.g., [Hippo](https://www.hippo-the-watersaver.co.uk/index.html) or dual flush toilets to conserve water in toilet cisterns.

1. **Waste Management**

We will:

* recycle cardboard, glass, paper, and plastics.
* recycle printer cartridges.
* ensure hazardous items (e.g., chemicals, fluorescent tubes, batteries, electrical items) are disposed of safely (and recycled where possible).
* use environmentally friendly cleaning products and other products such as e-cloths.
* ensure any water dispenser scheme includes the use of recyclable plastic bottles.

1. **Transport**

We will:

* encourage staff to use public transport to travel to meetings and events wherever practical.
* encourage visitors/ clients/ beneficiaries to use public transport to reach our community building.
* coordinate meeting timings and locations to minimise travel.
* hold remote (online) meetings where possible to minimise staff travel.\*
* introduce [a cycle to work scheme](https://www.gov.uk/government/publications/cycle-to-work-scheme-implementation-guidance).\*
* ensure staff only attend meetings when necessary.\*
* use local cleaners, food suppliers, maintenance, and service professionals where possible to reduce their transport use.

1. **Materials and Resources**

We will:

* monitor our use of printed publicity materials and minimise this where possible, using digital versions wherever possible.
* track paper printing to ensure unnecessary printing is not taking place.
* use double-sided printing and back-to-back photocopying to minimise use of paper.
* use recycled printer paper.
* distribute meeting agendas and minutes electronically.
* minimise the printing of reports and documents.
* buy products manufactured from recycled waste where possible.
* use rechargeable batteries where possible.
* use non-disposable plates and cutlery at events (or cardboard/ bio-degradable materials if this is not possible.)
* use fairtrade tea and coffee, and other products.
* buy local and in season foods for events.

1. **Investments**

We will:

* use our investments to promote/safeguard environment sustainability (e.g., through an ethical pension fund).

**Accountability**

(Tailor this section to match the needs and capacity of your organisation).

The implementation of this policy will be ensured by:

* Clear communication to staff at induction and on an ongoing basis of the contents of this policy.
* The appointment of a trustee to supervise our environmental performance.
* The inclusion of environmental issues as an agenda item at trustees’ meetings at least twice a year.
* Specific responsibilities and actions will be allocated to staff members to ensure they are implemented.