

Policy Group	Organisation		
Procedure No.	3.7	Written by	Brenda Namboozee
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3.7 Environmental Policy

KCSC recognises the importance of being an environmentally responsible organisation, understanding that this is an ongoing and continuous process. KCSC will seek to reduce the amount of energy and other resources KCSC consumes and will work with its staff, service users, and landlord to achieve this.

1. Purpose

- Comply with all relevant legal obligations.
- Minimise its waste and reuse or recycle as much of it as possible.
- Minimise equipment, energy and water usage in its building and processes and minimise its consumption of natural resources, especially where they are non-renewable.
- Assess in advance the environmental impact of any new processes or products KCSC intends to introduce and use recycled products where available.

2. Energy

- KCSC will reduce the amount of energy used in our operations as much as possible.
- Computers, screens, lights, copiers, and printers will be switched off or left on sleep mode if efficient when not in use.
- Heating and ventilation will be used efficiently with reducing energy consumption in mind.
- The energy consumption of new equipment will be assessed when making purchasing decisions.

3. Paper

- It is KCSC's ambition to become a paperless organisation; and we will endeavour to do so in the medium term (within three years).
- KCSC will reduce the amount of paper used in the office, and where possible will avoid printing papers for meetings.
- KCSC will ask people attending meetings if they want their papers printed.
- KCSC will keep a box of paper that has only been used on one side, so the clean side can be reused. This will exclude papers containing confidential and commercially sensitive information.

- KCSC will order recycled paper for its own printing needs.

4. Office supplies

- KCSC will reduce the amount of office supplies it uses and only buy what it really needs.
- There will be quarterly stationery “amnesties”, whereby everyone will empty their desks of unwanted office supplies, which will be put back in the stationery cupboard.
- KCSC will look at the environmental criteria of new office supplies and, wherever possible, buy more environment-friendly products.
- The use of printing supplies (paper and toner) will be reduced by using appropriate printer settings of double-sided and black and white wherever possible.

5. Recycling

- All paper and other recyclable products will be routinely collected for recycling.
- A sign explaining what can and cannot be recycled will be posted by the recycling bin.
- KCSC will endeavour to make anything that it sends out to its clients as recyclable as possible.
- KCSC will liaise with its clients, trustees, and staff to make environmental issues an important part of its operations.

6. Office Maintenance and Cleaning

- Office cleaning and maintenance will be as environmentally-friendly as possible.
- Any office refurbishment decisions will take the environment into account, including decorating materials and office furniture.
- Office furniture no longer needed will be offered for donation to the local community.

7. Transport and Getting to Work

- KCSC will endeavour to promote environmentally friendly forms of transport wherever possible.
- KCSC will encourage the use of cycling, public transport and eco-friendly taxis, as well as walking.

8. Services and Supply-Chain

- KCSC will endeavour to use local suppliers, using locally resources goods/provisions wherever feasible.

9. Complaints and review

- Complaints about any breach of its Environmental Policy will be addressed promptly to all concerned.
- KCSC will review this policy every 3 years, or when needed in consultation with staff and trustees.