[SAMPLE] ENVIRONMENTAL POLICY

[Enter your organisation title and contact details here]

[ORG NAME] recognises the importance of being an environmentally responsible organisation, understanding that this is an ongoing and continuous process. We will seek to reduce the amount of energy and other resources we consume and will work with our [staff, service users, landlord, other tenants] to achieve this.

**Purpose**

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

**Policy:**

ENERGY
We will reduce the amount of energy we use as much as possible

Computers, lights, copiers, and printers will be switched off when not in use and 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.

PAPER

We will reduce the amount of paper used in the office, and where possible we will project agendas and minutes of meetings on a screen, rather than printing copies for everyone attending.

We will ask people attending meetings to bring their own papers if they want to print them.

We will keep a box of paper only used on one side, so the clean side can be reused.

OFFICE SUPPLIES

We will reduce the amount of office supplies we use and only buy what we really need

There will be regular stationery “amnesties”, whereby everyone will empty their desks of unwanted office supplies, which will be put back in the stationery cupboard

We will look at the environmental criteria of new office supplies and, wherever possible, buy more environment-friendly products

RECYCLING

All paper and other products that can be recycled will be routinely collected for recycling.

We will endeavour to make anything that we send out to our clients as recyclable as possible and to have them recycled whenever this is possible.

We will liaise with our clients, trustees, and staff to make environmental issues an important part of our operations.

OFFICE MAINTENANCE AND CLEANING

Office cleaning and maintenance will be as environmentally-friend 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

TRANSPORT AND GETTNG TO WORK

We will endeavour to promote environmentally friendly forms of transport wherever possible. We encourage the use of cycling and public transport and use of eco-friendly taxis.

Complaints about any breach of our Environmental Policy will be addressed promptly to all concerned.

We will review policy [annually] in consultation with staff and trustees.

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| --- | --- |
| Date policy agreed by Board: |  |
| Proposed date of review: |  |