[SAMPLE] ENVIRONMENTAL POLICY

**Principle:**

We believe that organisations are responsible for achieving good environmental practice and operating in a sustainable manner.

We are committed to reducing our environmental impact and continual improving our environmental performance as an integral and fundamental part of our organisation’s strategy and operating methods.

**Purpose:**

Review policy [annually] in consultation with staff, associates and customers.

Wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice.

Minimise our waste and then reuse or recycle as much of it as possible.

Minimise energy and water usage in our building and processes in order to conserve supplies, and minimise e 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.

Ensure that all employees understand our environmental policy and conform to the high standards it requires.

Address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned.

**Policy:**

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 seek to only buy recycled and recyclable products

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

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 sued effectively and efficiently with reducing energy consumption in mind

The energy consumption of new equipment will be assessed when making purchasing decisions.

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, only bury more environment-friendly products

OFFICE MAINTENANCE AND CLEANING

Office cleaning and maintenance will be as environmentally-friend as possible

Cleaning products and hygiene services will be assessed for their environmental performance

Any office refurbishment decisions will take the environment into account, including decorating materials an d office furniture.

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.

When burying new products, their recyclability will be a key factor.

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

TRNSPORT 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.

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