

## Model Environmental Policy

**Guidance note** - Please be aware that this model document has been produced in order to help you to develop your own policy. A wide range of organisations can receive ELDC funding in order to undertake a variety of projects, so not all the measures included will be relevant to you. You will need to amend the document to ensure it is appropriate to the size of your organisation, its general day-to-day activities, and the specific project that you are undertaking. Only include measures that are realistic for you to implement. It is better that your policy is concise and meaningful, rather than comprehensive but not implemented.

(Insert organisation name) acknowledges that our activities may have an adverse impact on the environment and that we can take steps to minimise those impacts. We will strive to make a positive contribution to protecting and enhancing the local and global environment through implementing the following measures:

### Waste

#### 1. Reduce

- Non-essential documents and emails will not be printed
- We will endeavor to avoid disposable cups and food packaging
- We will ensure all printing and photocopying is double-sided
- We will use phone, e-mail or face-to-face discussion for communication wherever possible to reduce paper use.

#### 2. Reuse

- Wherever possible we will try to find a second life for items through local charitable reuse schemes or donations to local voluntary organisations (i.e. furniture, computers, mobile phones and other electrical goods)
- Scrap paper used on one side only will be used for printing internal or draft documents and for making note pads etc.
- Envelopes, stationery and packaging will be reused where possible
- Items will be repaired rather than replaced whenever possible

#### 3. Recycle *(only after considering reducing or reusing)*

- Paper, cardboard, cans, plastic, glass, textiles, ink & toner cartridges, batteries and electrical equipment will be recycled whenever possible
- We will compost our green and organic waste

### Purchasing

- We will purchase fairly-traded goods where available
- We will buy organic, locally produced goods where possible
- We will strive to increase the proportion of goods and services purchased which are less harmful to the environment, within financial limitations. Purchasing decisions will be based on the choice of materials or products that have the lowest environmental impact in production, transportation, use and disposal
- We will influence our indirect environmental impacts by 'greening' our supply chain, e.g. encouraging the supply chain to take up initiatives such as adopting environmental policies and providing environmentally friendly products

## Travel

- We will promote cycling to local meetings
- We will promote the use of public transport where available
- Car sharing will be encouraged where possible
- We will strive to utilise vehicles with high fuel efficiency figures, low CO<sub>2</sub> emissions and investigate the use of more environmentally friendly alternative fuels

## Energy

- We will seek to minimise the use of energy in all our activities
- Standard electric light bulbs will be replaced with those that are more energy efficient
- Lights and equipment will be switched on only when in use and not left on 'standby'
- Heating will be kept to a minimum and the thermostat will be regularly checked to ensure it is not set too high
- New electrical goods purchased will be 'A' rated where available
- Any construction projects should conform to the highest sustainable design and construction standards possible within the available budget and will utilise reclaimed materials where possible
- We will investigate the appropriate use of renewable energy and/or a *green energy* supplier

## Water

- We will conserve water where possible

## Biodiversity

- We will endeavour to protect, restore and enhance biodiversity
- When possible, native, wildlife friendly species will be used for planting schemes
- To prepare for potential climate change impacts, drought tolerant species will be used wherever possible

## Hazardous Materials and Chemicals

- We will take all possible measures to not expose the environment to chemicals that can harm people or nature

The successful implementation of this policy depends on the awareness and commitment of all **staff/volunteers/members of the management committee** (delete as appropriate). Hence, all new **staff/volunteers/members of the management committee** will be made aware of it's existence and on joining the organisation, and reminded they must conform with it on a regular basis. The success of the policy will be evaluated on an annual basis.

Name: .....

Position: .....

Signed: ..... Date: .....