

VOLUNTARY ACTION - LEEDS

ENVIRONMENTAL POLICY

REASON FOR POLICY

Voluntary Action-Leeds acknowledges its role in promoting a healthy and sustainable environment and its responsibility to play a part in addressing environmental concerns, both for our own sake and that of the planet.

Voluntary Action-Leeds will demonstrate this commitment in the following ways:

LEGAL COMPLIANCE

- Comply with all relevant environmental legislation and regulations that affect the organisation.

WASTE SOLUTIONS

- Purchase recycled paper wherever possible
- Recycle waste paper
- Recycle printer cartridges
- Reduce paper consumption by printing double-sided
- Print only if necessary
- Encourage sharing of copies of agenda and minutes by people in meetings
- Using scrap paper for note taking, printing draft copies, etc
- Reduce junk mail coming to us
- Promote waste solutions by putting a line at the bottom of each staff member's email saying 'please don't print this email unless absolutely necessary'
- Reuse incoming packaging materials such as boxes and envelopes
- Use glasses and mugs where possible as opposed to disposable alternatives
- Use sugar dispenser instead of individual sachets of sugar
- Use bottled coffee instead of individual coffee sachets
- Share office supplies and have them centralised
- Maintain a central ordering system with appropriate controls

ENERGY USE

- Switch off lights when not in use provided this is the cheapest alternative and that access and safety issues are not compromised
- Turn off photocopier at the end of the day
- Turn off computers including monitors at the end of the day, or if they will not be in use for a few hours
- Monitor building temperature via room thermometers and conduct a formal monitoring review twice each year
- Use the central heating when necessary to maintain an adequate working temperature
- Use natural light as much as possible
- Use energy efficient lights when possible

TRANSPORT SOLUTIONS

- Encourage employees to use public transport when travelling to and from work and to visit partners and other organisations where this is practical
- Encourage cycling and provide bicycle storage when possible
- Encourage car sharing

PURCHASING AND PROCUREMENT

- Be aware of the environmental effects of products and the credentials of their suppliers, making a conscious decision to choose those who have sound environmental practices

WATER CONSERVATION

- Encourage employees to conserve water by turning off taps when not in use
- Repair promptly any dripping taps, etc
- Use dual toilet flush systems where possible

Approved

By:.....

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Role:

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Date:

This policy will be reviewed regularly