



GAVCA Specimen Policy:

Environmental Policy development

January 2010

Background information to support your policy development

Increasingly funders are asking organisations for their environmental policy. This shows that your organisation has taken due care of how it addresses waste, recycling, purchasing, energy use, transport and the running of any property assets you might have.

The environmental policy is not specifically regulated by legislation but will be an important part of your vision and ethos.

Who should adopt the policy for the organisation?

Trustees adopt the policy but can delegate the research and writing outside the Board.

Considerations for your organisation

- Can you source materials locally?
- How can you use the local recycling organisations?
- How can you reduce your waste output?
- Can your staff and volunteers do their job without cars?
- Have you had an energy audit to reduce costs and switch to sustainable sources?

Recent Changes

Watch this space for any agreements signed at Copenhagen – December 2009 to help our best practice.

For more information about environmental information

- At GAVCA we have The Voluntary Sector Legal Handbook 2009 edition for detailed legal checks especially around environmental policies and property ownership. You are welcome to drop in to look at this resource. Contact Gloucester 01452 332424 and Cheltenham 01242 227737
- www.simply-docs.co.uk (from a more business perspective but very good source of sample policies).
- www.environmentalpolicy.org.uk Excellent guide
- www.charitycommission.gov.uk Read their own interim environmental/sustainable policy.
- www.everyactioncounts.org.uk Resources and inspiring ideas for moving your organisation forward on its environmental message. Monthly emails and back up support to sign up to.
- www.navca.org.uk Sustainable environmental policy as a good sample to look at.
- www.frpqlos.org.uk For furniture and white goods

- www.emmaus.org.uk For furniture
- www.swea.co.uk and your local authorities for energy checks and possible grants to improve your building stock.



Gloucestershire Association for Voluntary and Community Action

Sample Environmental Policy

Overview

GAVCA is committed to implementing practices that conserve energy and resources. This policy described how GAVCA aims to achieve this.

It is the responsibility of all employees and volunteers of GAVCA to implement this policy.

GAVCA recognises that as an employer and service provider, it has the capability to both control and influence impacts on the environment.

GAVCA will aim to reduce its environmental impact by conserving resources in the following order of priority:

Reduce, Re-use, Recycle, Repair.

Whilst aiming to reduce our use of resources, consideration must always also be given to achieving an appropriate balance between the use of staff time, the use of resources and cost.

1. Electricity

- Lights should only be on when necessary. All lights must be switched off when leaving a room vacant.
- Whenever possible, machinery must be switched off when not in use. Computers should be put into “hibernation” when not in use during the

day, as this avoids the additional electrical stress which powering off and powering on causes to the electronics in the system unit.

- The only computer equipment that should be left switched on at night is the equipment in the Server Room, and, on the weekly 'software maintenance evening', the system units of all the PCs.
- Do not overfill the kettle with more water than you are going to use, as this wastes electricity in heating it.
- When any new electrical equipment is purchased, the energy efficiency of the product should be taken into account when deciding which produce to buy and the most energy-efficient product should be bought as long as it is suitable for the task.

2. Printing and Paper

- All paper products purchased should be from recycled paper unless there is a practical reason not to (eg. if the product is not available in recycled paper or recycled paper is not suitable for the equipment GAVCA uses).
- Documents or email messages, etc, should only be printed when absolutely necessary.
- If staff are responsible for facilitating a meeting, they should inform participants of whether or not paperwork will be available at the meeting, so that excessive copies are not made when not needed. In general, if papers have been sent out beforehand, further copies should not be made for the meeting as everyone should bring their own.
- Staff should use the photocopier/printer in Reception for large-volume prints, because the cost per page is much less than for the other printers. Also, if it is appropriate to print double sided, this should be done to save half the paper.
- Low-volume prints should be printed on the nearest convenient small-volume monochrome printer.
- Although it might save paper, staff should not print one-sided documents on the back of a sheet that has already been printed as this causes significant problems with paper feeding and potential damage to the printers.
- Staff should not print on a colour printer unless this is necessary. Especially they should try to avoid printing monochrome pages on a colour printer. (For mixed colour/black-and-white printing, printing can be split between monochrome and colour printers, if this is practicable.)
- Staff should aim to circulate documents instead of sending several copies.

- Staff should use scrap paper for making notes but care should be taken to ensure that it does not contain any personal or sensitive information.

3. Kitchen / Toilets

- Environmentally-friendly cleaning products should be used in the kitchen and toilets.
- Fairtrade or similar products should be purchased whenever this is practicable.

4. Toner and printer cartridges

- All used toner and printer cartridges are reused after they have been refilled. Staff should give all used cartridges to Reception who will arrange for their refilling.

5. Travel

- All forms of available travel should be considered when making a journey, and, wherever appropriate, staff should walk or cycle for local journeys and use public transport, or share cars for longer journeys.

6. Recycling

- Where possible, products used by GAVCA should be made from recycled materials. In particular, this includes all paper products.
- GAVCA will recycle as much of its waste as possible. In particular:
- Reception staff will arrange for paper and cardboard to be collected for recycling.
- Separate containers will be placed in the kitchen for separating glass, cans and plastic bottles for recycling.
- When equipment, including computer equipment, becomes surplus to the requirements of GAVCA, reasonable steps will be taken to ensure that the equipment is reused by other voluntary and community organisations or GAVCA staff, or recycled.