

## **LINKS: THE CHESTERFIELD AND NORTH EAST DERBYSHIRE COUNCIL FOR VOLUNTARY SERVICE AND ACTION LTD**

### **ENVIRONMENTAL POLICY**

#### **Statement**

Links recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our organisational strategy and operating methods. We will encourage customers, suppliers and other stakeholders to do the same.

#### **Responsibility**

All employees have a responsibility to ensure that the aims and the objectives of the policy are met.

#### **Policy Aims**

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into decisions.
- Increase employee awareness and training.

#### **Paper**

- We will minimise the use of paper in the office.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.

#### **Energy & Water**

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

#### **Office Supplies**

- We will evaluate if the need can be met in another way.
- We will evaluate if renting/sharing is an option before purchasing equipment.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to do.

**Travel**

- We will reduce the need to travel, restricting to necessity trips only.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- We will make additional efforts to accommodate the needs of those using public transport or bicycles.

**Maintenance & Cleaning**

- Cleaning materials used will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

**Monitoring & Improvement**

- We will monitor the implementation of this policy and make any necessary changes to procedure and practice.
- We will review this policy and any related issues at regular staff and board meetings.

**Culture**

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy annually in consultation with staff and board members.
- We will provide staff with relevant environmental training.
- We will encourage sub-contractors and associates to operate in an environmentally friendly way.
- We will use local labour and materials where available to reduce CO<sub>2</sub> and help the community.

**Approved by the Board: 11/12/12**

**Review date: 2015**