

**Organisation Environmental Policy**

1. **Vision**

[Provide a brief vision of what your organisation would like to achieve in terms of sustainability and how that fits with the main aims of your organisation.]

Example: [Insert organisation name] aim is to tackle inequalities in the voluntary sector and in the process of this we wish to act as sustainably as possible. We aim to work towards reducing our use of fossil fuels and look to find less polluting energy sources for our work. We aim to reduce waste, water and energy usage and to consider ways to improve our impact on our local environment.

1. **What we already do**

[List your organisation’s current sustainable activities. You can use our scorecard and the ideas in the Act section of the website to help note these down]

Example - [Insert organisation name] already use recycled paper for office administration and have recycle bins (paper, plastic and cans) in our office and kitchen.

1. **Principles**

[Write down the ideas and principles that you want your efforts to be guided by.]

Example: We are basing our sustainability on the following principles:

* To comply with all applicable legislation and codes of practice relevant to our activities. [Give more detail if you undertake specific activities with specific legislation relating to them]
* To ensure that all staff and volunteers are familiar with the policy and encourage them to implement and improve on.
* To minimise the impact on the environment by our activities and to carry out all activities in as sustainable way as possible.
* To make our clients, suppliers and end users aware of our policy and to explain our reasons for implementing it.
* To review our sustainability policy on a regular basis and continually try to improve it.

1. **Practical Steps**

[List the things you intend to do in different areas of action. You can use our scorecard and the ideas in the Act section of the website to help note these down.]

Example:

**Travel** We aim to reduce the use of fossil fuels in traveling, and in particular we are committed to:

* Encouraging our staff, volunteers and the people using our spaces to use public transport where possible.
* Replacing our vehicle with an electric vehicle when it is due for renewal.

**Energy Use**

We aim to reduce our reliance on fossil fuel based energy for electricity and heating by:

* Replacing light bulbs with energy efficient LED lightbulbs.
* Installing solar panels on our roof to provide electricity for our building.

**Buying and selling**

We would like to contribute towards more sustainable supply chains by:

* Ensuring our pension provider has an Ethical, Social and Governance fund option for staff.
* Joining our local tool library.

**Waste and reuse**

In order to reduce the impact on the environment from waste, we aim to reduce our waste to a minimum by:

* Using recycled paper in our offices.
* Completing a waste audit and identifying areas where we can reduce waste.
* In addition, we aim to reduce food waste in our organisation by ordering 10-20% less food for events, and only offering seasonal vegetarian menus.

**Nature**

We would like to contribute to making our area cleaner and to help increase wildlife by:

* Completing a local litter pick twice a year.
* Using our outside space to plant a wildflower meadow.

1. **Future Commitment** [Write down how often you will review this policy, or a specific date to review it, along with any other future commitments to environmental action.]

Example: We commit to reviewing and updating this policy as necessary on a yearly basis.