

(NAME OF ORGANISATION) *((NAME OF ORGANISATION))*

ENVIRONMENTAL POLICY

1. INTRODUCTION

1.1 Background

(Name of Organisation) ((NAME OF ORGANISATION)) operates in Flintshire; this County is located in North East Wales and is bounded by Cheshire, Denbighshire, Wrexham and the Wirral.

According to the 2001 Census, the Flintshire population is about 148,600. Like some other North Wales counties, Flintshire is a county of contrasts; traditionally industrial, it now includes both heavily populated, urban areas (i.e. Deeside and Buckley) as well as less populated, rural areas (i.e. Ffynnongroyw).

(NAME OF ORGANISATION) began operating in April 1997 and exists to help promote, support and develop voluntary activity and voluntary and community groups in Flintshire. The voluntary groups operating within the County reflect the diverse make up of Flintshire, ranging in size and complexity from small village clubs to county, national and international organisations. (NAME OF ORGANISATION) currently has 24 paid employees – 10 of these work full time and 14 of these work on a part time basis. A further 21 people also volunteer with (NAME OF ORGANISATION) on a regular basis.

2.1 Aims of (NAME OF ORGANISATION)

(Name of Organisation) ((NAME OF ORGANISATION)) acknowledges and recognises that its operations have an impact on the local environment. At the same time, we are keen for environmental values to be held central to all of our intervention policies.

This environmental policy formalises (NAME OF ORGANISATION)'s environmental commitment and outlines a set of basic principles which will guide (NAME OF ORGANISATION) in defining its objectives for improving environmental performance. This policy also acts as a key tool for telling our customers what (NAME OF ORGANISATION)'s environmental priorities are.

(NAME OF ORGANISATION) aims to be committed in terms of: operating in accordance with the principles of environmental sustainability, in so far as this is economically and financially viable. Throughout all stages of our operations, we will strive to be an increasingly efficient performer and shall take due care to minimize the negative impacts on the local environment. Not only shall we

operate in accordance with the relevant environmental laws; whenever possible, we shall also make use of innovative environmental management tools and processes, in order to manage our environmental impacts, prevent pollution, and to continuously improve our environmental performance.

Our results will be published each year in an 'environmental statement'.

2.2 Implementation of the Environmental Policy

The Chief Officer will be responsible for 'signing off' this environmental policy, which will indicate that the policy has been approved and fully supported by top management. Furthermore the Chief Officer will be responsible for: overseeing; administering and reviewing this Environmental Policy, on a regular (i.e. annual) basis and for ensuring that it is backed up by the necessary resources so that it can be put into practice. The Chief Officer will also ensure that details are communicated to staff and will report on progress to our Board of Trustees, with the aim of continually improving (NAME OF ORGANISATION)'s standard, in terms of commitment made to the local environment.

3. Existing Commitments/ Goals

It is already the policy of (Name of Organisation) to do its business in a way that will lessen or eliminate any adverse effect on the environment.

To date, (NAME OF ORGANISATION) have already implemented a number of measures for improving our environmental performance, including:

- Working towards sustainable integrated waste management, minimising waste & maximising the re-use, recovery & re-cycling of materials. For example, waste paper recycling bins are located throughout the Corlan building; and whenever new furniture is purchased, old equipment is cascaded to other departments within (NAME OF ORGANISATION) (or given to other local voluntary groups). Also we have organised for all of Corlan's: waste paper; cardboard; plastics; cans and tins, to be collected (by Adult Social Care Dept, FCC) on a weekly basis. In addition, we also reuse and recycle any unwanted electronic equipment and have a recycling bin for clothing situated outside the building;
- Our Admin Officer e-mails regular briefings and job vacancies to staff (via our inhouse e-network) to save on paper. Furthermore all key documents are circulated via e-mail and/or placed in a shared electronic folder;
- Having introduced a system which enables us to monitor our building's energy use and performance.
- Promoting the use of public transport, cycling and walking as a 'green option', where relevant to staff and customers, for domestic, business and recreational travel. For example, (NAME OF ORGANISATION) have purchased a bike stand which is situated outside the Corlan building; also a range of leaflets are made available in Corlan's reception, which encourage more people to use local public transport;

- Staff are encouraged to car share when attending events with other colleagues (both in and outside of (NAME OF ORGANISATION));
- In terms of Human Resources, (NAME OF ORGANISATION) have developed a range of alternative working practices (i.e. term time working, and flexible working hour's) allowing a more flexible approach for staff to carry out their duties. As well as helping to improve the quality of life of staff members, these working arrangements may also lead to reduced travel in a number of ways, including reduction in commuting to office locations, compressing a standard working week into 4 days, etc.

4. Aims and Commitment to Continual Improvement

(NAME OF ORGANISATION) are committed to an on-going process of introducing environmental improvement measures; this is discussed in the section below. However please note that this environmental policy has had to take a realistic view of the low level of funding presently available to (NAME OF ORGANISATION) for implementing such measures.

In order to continue to achieve progress, (NAME OF ORGANISATION) will:

- Continue to comply with relevant environmental legislation;
- Attempt to reduce energy usage of IT equipment, by ensuring any new equipment is energy efficient;
- Regularly monitor; report on, and seek to reduce, our building energy use and performance. We will also aim to introduce a system which will enable us to monitor our water use;
- Continue to recycle all: waste paper; cardboard; plastics; cans; tins and unwanted clothes. Also explore appropriate means of remanufacturing/ recycling spent toner/ printer cartridges;
- Explore whether it is financially viable to introduce water saving devices (i.e. cistern saving devices) to the Corlan building;
- Use material from sustainable sources (i.e. recycled paper) wherever financially viable;
- Use registered waste disposal companies for removal of all waste streams;
- Always maintain high standards of cleanliness in respect of litter and waste packaging;
- Ensure any cleaning agents used are of a biodegradable nature;
- Ensure any chemicals that are used do not present an environmental hazard;

- Limit to a minimum emissions to the atmosphere (e.g. dusts and carbon dioxide);
- Limit to a minimum the use of electricity and gas supplies;
- Stop the use of any chemicals (i.e. in cleaning products) that have a detrimental effect on the ozone layer;
- Consider all environmental impacts of new equipment or new work undertaken;
- Include environmental responsibilities within all new job descriptions;
- Make sure that this environmental policy is communicated and easily available to all employees (i.e. by disseminating information in staff team meetings) and members of the public (i.e. by promoting via (NAME OF ORGANISATION)'s 'Voluntary Voice' newsletter and/or the (NAME OF ORGANISATION) website).

Comments and Contact Details

We hope you find this environment statement provides you with a better understanding of the environmental impacts and performance of (NAME OF ORGANISATION). To help us make further improvements in our environmental management we welcome your comments. Please contact, in writing:

(Contact Name, Organisation, Address)