

Environmental Policy

1. ABOUT THIS POLICY

- 1.1 This policy sets out Community Action Isle of Wight's aims and objectives to ensure the business is operated in an environmentally friendly way.
- 1.2 This policy applies to employees, volunteers, workers, agency staff, or anyone working on behalf of Community Action Isle of Wight.
- 1.3 This policy does not form part of any contract of employment and we may amend it at any time.

2. GENERAL PRINCIPLES

- 2.1 Community Action Isle of Wight (CAIW) aims to contribute to the quality of life on the Isle of Wight and further afield and believes a 'green' approach can bring direct benefits. We are committed to improving environmental performance by addressing the following objectives:
 - (a) Energy Saving
 - (b) Resource Conservation
 - (c) Waste Reduction and Recycling
 - (d) Environmentally-friendly purchasing
- 2.2 Community Action Isle of Wight recognises that good environmental management is also an essential part of overall good practice in voluntary sector management. Community Action Isle of Wight will therefore strive to adopt the highest available environmental standards in all its areas of operation.
- 2.3 Community Action Isle of Wight will involve staff and members as much as possible both in implementing this policy internally, and in disseminating information externally about its progress in improving environmental standards in the hope that it will be able to provide an example that other voluntary organisations can use.

3. AIMS & OBJECTIVES

- 3.1 In all activities we aim to do the following:
 - (a) comply fully with all relevant environmental legislation and standards.

- (b) include environmental considerations in all decisions in order to minimise consumption, pollution and waste.
- (c) raise awareness within Community Action Isle of Wight's staff and members of the responsibilities entailed by an environmental policy, through co-operation and consultation with staff and management.
- (d) adopt procedures aimed at identifying, assessing and controlling risks to the environment created by activities.
- (e) instigate regular environmental audits or reviews of progress in improving Community Action Isle of Wight's environmental performance. Community Action Isle of Wight commits to continuous improvement.
- (f) purchase and use products and processes that have the least possible impact on the environment.
- (g) minimise the use of energy and water and increase energy efficiency in Community Action Isle of Wight premises.
- (h) reduce the need to travel, and then opt for the most environmental modes of transport. Encourage the use of public transport and minimise the use of motor vehicles used on Community Action Isle of Wight business by staff.
- (i) ensure that suppliers, members, contractors connected with Community Action Isle of Wight are aware of Community Action Isle of Wight's environmental policy through its publicity materials.

4. POSITIVE ACTIONS

4.1 In all activities we aim to take the following positive action:

- (a) reduce consumption, and encourage staff to re-use products e.g. re-use of scrap paper and envelopes.
- (b) purchase environmentally friendly products wherever possible. 'Environmentally friendly' could mean that products are made of recycled, recyclable or renewable materials, last longer, are repairable and re-usable rather than throwaway, made with less hazardous materials and are more energy efficient. All things being equal, use local products whenever possible.
- (c) promote use of email for communications both internally and externally.
- (d) avoid solvent-based marker pens – use water-based colours instead

- (e) buy refillable toner cartridges for laser printers and photocopiers – and get them refilled.
- (f) provide recycling areas for paper, bottle, glass, plastic, aluminium cans, and plastic cups.
- (g) use cleaning products and materials which are environmentally friendly, particularly those in reusable containers.
- (h) check the energy efficiency on all new equipment, especially machines (such as photocopiers) which have standby switches which turn off when not in use.
- (i) ensure all equipment is maintained regularly.
- (j) use timers on electrical products where practical.
- (k) seek to reduce the need to travel for both staff and suppliers.
- (l) encourage careful use of water
- (m) aim to minimise the amount of waste we produce, re-use as much waste as possible (or find someone who will), recycle what cannot be re-used and dispose of the remainder of the waste safely.
- (n) ask suppliers to reduce packaging.