Environmental and Sustainability Policy: March 2023

Introduction
The organisation is committed to sustainable development (meeting the needs of the present without compromising the ability of future generations to meet their own needs) as a guiding principle within our work. Concern for the environment is an integral and fundamental part of this commitment. Our aim is to reduce the impact on the environment from our operations.

We will:
- Promote responsibility for the environment within the organisation and communicate and implement this policy at all levels within the workforce
- Reduce the use of energy, water and other resources
- Minimise waste by reduction, re-use and recycling methods
- Comply with all relevant environmental legislation/regulation
- Ensure that our policies and services are developed in a way that is complimentary to this policy
- Not prioritise funding needs ahead of sustainability requirements
- Encourage all suppliers to commit to the sustainable development philosophy
- Identify and provide appropriate training, advice and information for employees and encourage them to develop new ideas and initiatives
- Provide appropriate resources to meet the commitments of this policy; and
- Promote and encourage involvement in local environmental initiatives/schemes.

The policy applies to all the operations we undertake at present and in the future and to all locations, including our offices at Fairycroft House in Saffron Walden.

The operations of the organisation are undertaken in third party owned buildings. Therefore, the policies regarding building efficiencies and maintenance out of our control should be referred back to the building owners. For example, the building policy for the organisations is controlled by Saffron Walden County High School and their policies can be found here.

The environmental and sustainability policy will be reviewed and signed off every year with the next review due on or before April 2021.

Recycling and Re-use
The aim of the organisation is to sell all refreshments in packaging that can be recycled, or that has the least impact on the environment.

Refreshment selection is to be reviewed annually in terms of what we offer and how they impact the environment. Next annual review is due on or before April 2021.

Key points:
- Where possible the organisation shall only sell refreshments in 100% recyclable packaging
- Continue to encourage customers to bring reusable containers for refreshments
- Provide further refreshments to customers who can use their own containers

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Suppliers
The organisation has a "local suppliers" policy of procuring goods and services and endeavour to ensure where possible that the goods are also locally manufactured.

Key points:
- Identify local suppliers within a 10 mile radius of our venues
- Identify local suppliers who manufacture or produce their goods locally
- Encourage local suppliers to meet the principles of this document

Travel and transport
Both of the organisation's premises are on popular public transport and pedestrian (wheelchair friendly) routes, and customers are encouraged to use these options where possible.

Employees are encouraged to work from home where possible and cycling/public transport or carpooling and lift sharing is recommended and encouraged when visiting any organisation premises (prior to COVID-19 restrictions).

Where possible, travel for employees should be kept to a minimum. Attendance of courses and seminars should be via video link, unless travel is deemed appropriate. Travel between venues is to be kept to a minimum and journeys combined to ensure maximum efficiency.

The organisation's outreach van is to be used on priority journeys only. No employee has free use of the van - all journeys are to be signed off by the appropriate management team member.

Environmental management and policies
Each of the organisation's decision-making points must take the Environmental and Sustainability Policy into consideration and is to be overseen by the Business Manager.

The policy is to be reviewed annually by the Board to sign off any changes and updates. The next review is due on or before April 2024.

Feedback from customers, volunteers and employees on how we can improve every aspect of our Environmental and Sustainability Policy in encouraged.

Key points:
- All key decisions should have a formal Environmental and Sustainability consideration and formal sign off and documentation before progressing.
- This policy is open to review and update following feedback from staff, volunteers and customers

Premises and technology
The buildings that the organisation operate from are community / third party owned properties. Therefore, we are bound by the Environmental and Sustainability Policy of those organisations and owners. All aspects under the organisation's control will adhere to the principles of this document.

As an organisation we are a heavy user of technology and therefore our impact on the environment is heavily dictated by how efficient we are in using our technology. The organisation endeavours to maximise the efficiency of our technology; for example:
- All projectors turned off when not in use (although they should be powered up every 2 weeks to ensure they are operational)
- Regular servicing of our operational equipment to ensure correct power use

- No central server used for IT operations
- Regular meetings with our landlords to encourage use of sustainable power sources

Key premises and technology points:
- Technology use to be reviewed regularly and current hours of operation documented
- Implement an organisation wide policy on equipment use and how we can minimise our impact on the environment
- Meet with our landlords at least once a year to discuss this policy and how further measures can be adopted

Cost savings

The organisation encourages cost savings where possible, however it should not come at the expense of the principles of this document. It is recognised that some changes due to environmental of sustainability reasons can also bring cost savings. Where identified, changes shall be adopted to comply with our Environmental and Sustainability Policy and appropriate use of resources.

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55

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