

# VSGWL Policy

## Environmental impact

### Introduction

VSGWL recognises that it has a responsibility to the environment beyond the legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our strategy and operating methods. We will monitor our performance regularly, report on this and review our progress.

This policy applies to the board, all staff and volunteers.

### Policy statement

We are committed to minimising the environmental impact of our operations.

VSGWL will:

- comply with all relevant legislation and regulations;
- regularly review the environmental impact of our activities;
- endeavour to reduce our overall environmental impact and prevent waste using best practice;
- involve employees in the design and delivery of an environmental plan;
- provide necessary training to enable staff to engage with the environmental plan;
- sustain a programme of continual improvement in environmental performance incorporating suitable measurement and monitoring mechanisms;
- work with suppliers to encourage them to develop environmental best practice; and
- Improve resource and energy efficiency.

This policy will be available on our website/portal.

### Procedures

#### Travel

Travel should be minimised by when possible. Email, telephone or Skype may be sufficient.

If travel is necessary public transport should be used when possible.  
Car-sharing should be used if possible to avoid multiple single car/driver trips.

#### Purchasing

VSGWL will buy recycled and/or recyclable products where possible, this includes paper.

#### Printing and paper

VSGWL will endeavour to minimise printing by only doing so when absolutely necessary.

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If printing is necessary VSGWL will endeavour to use 'draft' settings, print in black & white and used double-sided printing.

Recycle all printer cartridges and supplies.

### Waste

#### Paper

Confidential waste should be shredded for collection.  
Non-Confidential waste should also be segregated for collection.  
Paper waste should be sent for recycling.

#### Other recyclable waste

Other recyclable waste should be segregated for collection.

#### Energy

VSGWL will use green tariffs where it is financially viable to do so.

Heating will be set to appropriate levels whilst not burning fuel unnecessarily

Lights should be switched off when not in use.

#### Monitoring

In the next 12 months a full environmental audit will be carried out.

From that audit an Environmental Log will be created. This will be kept at reception and will also be on our website/portal.

An improvement plan will be developed with targets for reduction. Progress will be monitored quarterly and reported on the Log and online.

An annual review of environmental performance will be undertaken and reported to the Board by the CEO.

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Authorised	<u>D. Green</u>
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