

Environmental Impact Policy

Introduction

Voluntary Sector Gateway West Lothian (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.

Procedures

Travel

If you are required to travel to carry out work for VSGWL, you should minimise this if possible. You should determine if there is a need to carry this work out face to face at another location or you could use an online meeting platform such as MS Teams or Zoom.

If travel is necessary public transport could be used where appropriate. Car sharing should be used if possible to avoid multiple single car/driver trips where two or more colleagues are attending the same external meeting/ event.

Equipment

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

Printing

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

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

All print cartridges and supplies will be recycled in line with the guidelines supplied for these products.

Waste

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 using the bins provided in the bin compound at the side of the building.

Energy

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

Heating will be set to appropriate levels within the office whilst not burning fuel unnecessarily. Lights should be switched off when not in use throughout the building.


Monitoring

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

Monitoring the policy

Responsibility for monitoring the application of this policy will rest with all staff and volunteers of VSGWL.

The policy will be reviewed every two years with the amendments being made as appropriate and communicated to all staff and relevant stakeholders.

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Authorised	
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