



Salford Community & Voluntary Services

Environmental Policy

**Approved by Salford CVS' Board of Trustees
On 19th May 2019**

Version 3

Date of next review: May 2020

Salford CVS – Environmental Policy

Salford CVS aims to operate a positive Environmental Policy throughout the organisation in line with the objects of the charity:

(1) To promote any charitable purposes for the benefit of the public principally but not exclusively in the local government area of Salford and its environs (area of benefit) and in particular to build the capacity of third sector organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose;

(2) To promote, organise and facilitate co-operation and partnership working between third sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

In addition we will ensure we consider the 3 R's – Reduce, Reuse, Recycle – during our daily operations.

Salford CVS recognises that its operations result in emissions to air and water and to the generation of waste. It is, therefore, committed to minimising the impacts on the environment of its operations by means of a programme of continuous improvement.

To address this impact, Salford CVS will:

- Meet and, where appropriate, exceed the requirements of all relevant legislation. Where no regulation exists we shall set our own standards informed by relevant codes of practice and guidelines;
- Minimise waste and pollution and develop and operate environmentally sound waste management procedures; continue to reduce the consumption of energy and water usage and to incorporate long term strategies for energy efficiency and water consumption into planning and development;
- Ensure that our activities / actions do not in any way contribute to the harming of wildlife or local biodiversity;
- Quantify and reduce its environmental impacts;
- Allocate sufficient resources to enable us to achieve our objectives and targets;
- Promote a sustainable purchasing policy which seeks where possible to take account of environmental and social factors when making purchasing decisions;
- Increase awareness of environmental responsibilities among staff through staff development and training;
- Work with other local, national and other agencies as appropriate to promote environmental policies and exchange best practice.

In daily practices our Environmental Policy will be implemented in the following ways:

- All initial induction sessions for new staff and volunteers will include information on the organisation's aims, values and policies in order to encourage good practice from the outset

- All purchases will be made with environmental issues in mind e.g. recycled paper and other stationery, sustainable consumables such as ink cartridges, fair trade refreshments, rechargeable batteries, environmentally-friendly cleaning materials, recycled toilet paper, energy-saving light bulbs, green energy supplies (*within the restrictions imposed by our landlord in terms of service charges*)
- We will assess the environmental impact of any new processes or products we intend to introduce in advance
- We will ensure that any new electrical items purchased meet the highest energy efficiency ratings
- We will operate waste-saving systems wherever possible e.g. ensure double-sided photocopying, recycling of toner cartridges, glass, paper, cardboard and plastics
- We will pass on, whenever possible, items that we cannot use or re-use to other charitable organisations e.g. office furniture, IT equipment
- Our offices will prominently display posters and stickers reminding staff to reduce our carbon footprint by closing doors, turning electrical equipment and lights off when not in use, powering down computers and turning monitors off at night, etc.
- Any building / refurbishment work within our control will be undertaken with environmental issues in mind e.g. use of sustainable insulation, eco-paints, etc.
- All contracted-in works undertaken will be sourced locally where possible, with our Environmental Policy in mind and in line with our Sustainable Procurement Policy
- Any electrical items / IT equipment that are no longer fit for use will be disposed of and reprocessed in line with legislative requirements (e.g. computer monitors and TVs as per Hazardous Waste Regulations; all other electrical items as per the WEEE Directive) and best practice guidelines
- Any other unusable metal items will be passed to a licensed metal recycler for reprocessing
- Wooden items that cannot be re-used will be dismantled and passed on for wood recycling to a local, licensed social enterprise
- Confidential waste will be collected, shredded and recycled by a local, licensed social enterprise
- We are also aware of health and safety issues with regard to the use of chemicals and noxious substances, and their use is strictly prohibited
- We will take a zero tolerance approach to the use of plastic bags, plastic bottles and plastic cups / cutlery, ensuring alternatives such as jute shopping bags, cardboard boxes, ceramic cups, glass bottles and metal cutlery are readily available for staff and visitors to use
- We will prohibit the use of aerosols at Salford CVS' offices (including for staff's personal use, e.g. deodorant)
- We will continue to encourage use of public transport where practicable and to pay HMRC mileage allowances for both car and bicycle mileage on work-related journeys

- We will continue to participate in the national Cycle to Work scheme, enabling staff to effectively purchase a bicycle and/or other related equipment using a 'salary sacrifice' scheme
- We will seek to save water by installing water-saving 'hippo' devices in all toilet cisterns
- Our offices will prominently display posters and stickers reminding staff to save water any why it matters
- We will play an active role in the Salford Social Value Alliance and any other relevant environmental / sustainability forums / partnerships
- We will ensure that all employees (including paid staff, trainees, volunteers, trustees) understand our Environmental Policy and conform to the high standards it requires
- We will address complaints about any breach of our Environmental Policy promptly and in line with internal procedures
- We will report on our progress against this Environmental Policy via an action plan that will be implemented collectively and which will be reviewed annually by both the staff team and the Board of Trustees
- We will ensure we report on our progress publicly via our Annual Report / website and to our members at our Annual General Meeting

We will monitor this Environmental Policy on an ongoing basis and update regularly as the need arises.

The Deputy Chief Executive will be responsible for ensuring this policy and the associated action plan are implemented and reported upon as detailed above.

Progress in implementing this policy will be reviewed annually by the Board of Trustees.

I have read, understood and agree to abide by the above:

Name (print):

Job Title:

Signature:

Date:

Salford CVS

May 2019