# <Organisation> Environmental Policy

We are committed to reducing our environmental impact and encouraging others to do the same.

We are continually looking for new ways to reduce the environmental impact of all our activities. We encourage our community and partners to do the same.

## Responsibility

<Name and Position> is responsible for ensuring that the environmental policy is implemented. However, all employees and volunteers have a responsibility in their roles to ensure that the aims of the policy are met.

## Aims

<Organisation> aims to:

* Involve staff and volunteers in the implementation of this policy, for greater commitment and improved performance
* Comply with, and exceed, all relevant regulatory requirements
* Continually improve and monitor environmental performance
* Continually improve and reduce environmental impacts
* Incorporate environmental factors into organisational decisions
* Use local labour and materials where possible to reduce carbon kilometres and support our community
* Buy recycled and recyclable products and equipment where possible
* Reuse and recycle all products and equipment where possible
* Reduce the amount of energy used as much as possible
* Reduce the amount of water used as much as possible
* Consider energy consumption and efficiency when purchasing new equipment, and favour more environmentally friendly and efficient equipment wherever possible
* Reduce the need to travel, restricting to necessary trips only and promoting the use of travel alternatives such as digital communication
* Increase employee and volunteer awareness of environmental issues and offer training where possible
* Support staff and volunteers to use more environmentally friendly transport such as public transport and bicycles
* Work with our community, partners, suppliers and sub-contractors to improve their environmental performance.

## Review

We will update this policy at least once annually in consultation with staff, volunteers and other stakeholders where necessary.

Established: <DD/MM/YYYY>

Last Review: <DD/MM/YYYY>

Next Review: <DD/MM/YYYY>

# <Organisation> Environmental Action Plan

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| --- | --- | --- | --- |
| **Action** | **Responsibility** | **Due date** | **Progress** |
| Undertake an energy assessment and add recommendations to this action plan |  |  |  |
| Review regulatory requirements |  |  |  |
| Investigate environmental training options |  |  |  |
| Annual promotion of Environmental Policy and training options internally |  |  |  |
| Annual promotion of Environmental Policy externally |  |  |  |
| Add Environmental Policy to induction materials |  |  |  |
| Review product and supplier environmental practices |  |  |  |
| Recycle unused products and equipment |  |  |  |
| Review energy usage and implement any reduction strategies |  |  |  |
| Review water usage and implement any reduction strategies |  |  |  |
| Review and promote public transport options for staff and volunteers |  |  |  |
| Investigate and implement bicycle parking security options |  |  |  |
| Review Environmental Policy and Action Plan, consulting staff, volunteers and other stakeholders |  |  |  |