NB This template needs to be tailored to the specific circumstances of each organisation. It was designed for a small organisation, so in the case of a larger organisation some of the suggested text may not apply. Square brackets indicate the text that is most likely to need tailoring. This Policy may be required on a stand-alone basis or may feature as part of a Corporate Social Responsibility Policy.

# ANYORG: Environmental Protection Policy

##### Status, e.g. approved by Board [date]; to be reviewed [date]

ANYORG aims to be environmentally friendly. In order to achieve this we will:

* Make the most efficient use of all resources, issuing guidance (see Appendix A) and encouraging all staff to develop a sustainable approach to their work.
* Minimise carbon emissions from business travel by avoiding unnecessary travel and travelling by public transport unless there are reasons why this is not practicable or efficient.
* Encourage staff to use sustainable modes of transport to reach work.
* Identify and implement cost-effective energy and water conservation measures.
* Reduce the amount of waste generated and disposed to landfill through a waste minimisation and recycling programme.
* Consider where we can reduce the mileage in our supply chain by buying locally.
* Consider whether we can contribute to carbon capture through workplace or workforce action.

## Appendix A: [Sample] Environmental Protection Guidance

#### Energy saving

|  |  |
| --- | --- |
| **Management issues** | **Issues for staff** |
| Install low energy light bulbs | Keep thermostats as low as possible |
| Appoint an energy ‘champion’ | Keep radiators clear |
| Hold an awareness session | Turn lights off when not needed |
| Turn hot water thermostats down | Turn computers and printers off when not in use |
| Turn heating thermostats down |  |
| Keep radiators clear |  |
| Put reflective panels behind radiators |  |
| Insulate our hot water tank |  |

#### Travelling wisely

|  |  |
| --- | --- |
| **Management issues** | **Issues for staff** |
| Encourage use of public transport | Use public transport where appropriate |
| Encourage walking or cycling | Walk or cycle where possible |
| Encourage car sharing | Car share where possible |
| Survey our car miles | Use green fuels where possible |
| Arrange traffic-free community events | Drive safely and wisely to cut your car’s fuel bills and CO2 emissions |
| Encourage cycling to our events | Encourage cycling to your events |

#### Shopping ethically

|  |  |
| --- | --- |
| **Management issues** | **Issues for staff** |
| Use eco-friendly cleaning supplies | Use eco-friendly cleaning supplies |
| Use recycled paper | Use recycled paper |
| Recycle printer cartridges | Recycle printer cartridges |
| Buy locally-produced or Fairtrade catering supplies | Buy locally-produced or Fairtrade catering supplies |

#### Saving resources

|  |  |
| --- | --- |
| **Management issues** | **Issues for staff** |
| Save paper | Save paper |
| Promote waste reduction and recycling | Reduce, re-use and recycle wherever possible |
| Reuse or avoid throwaway items | Reuse or avoid throwaway items |
| Employ water 'Hippos' or 'save-a-flush' | Save water |

These are just some possible examples. For further ideas, enter ‘make your business greener’ into a search engine.