

Shared Interest Green Policy

Principles

Shared Interest recognises that its operations have a local, regional and global effect. As a consequence of this we are committed to continuous improvements in environmental performance.

Our guiding principles are:

- To encourage environmental responsibility amongst our staff, volunteers, contractors and suppliers;
- To conduct our operations in a manner which minimises our consumption of natural resources and manages waste through responsible disposal and the reuse and recycling of materials where economically feasible;
- To include environmental considerations in our purchasing and procurement processes;
- To regularly review this policy and keep staff up to date on changes to policy and procedure.

Policy Review and Implementation

The Shared Interest Environment Team – made up of staff representatives from as many departments of the organisation as possible on a rotating basis – has undertaken to help all staff understand and implement all relevant aspects of this policy in their day-to-day work through regular communication of objectives. The Environment Team makes use of staff update sessions to increase awareness of current environmental issues and how the organisation can help.

The Shared Interest Environment Team will take responsibility for reviewing, updating and implementing this policy. Each member of staff will be made aware of this policy as part of the induction process and copies of the policy will be available to all staff.

The next review date for this policy will be **August 2013** and it will be reviewed every 12 months as an on-going process to encompass staff suggestions and keep abreast of any legal requirements necessary. Revised policies will be put forward for approval by the Senior Management Team.

Environmental Action Plan

The environmental action plan is divided in to six sections, some of which will have an accompanying procedure to indicate how the action is to be carried out in practice. Where a procedure is present, it will be attached as an appendix to this policy document and this will be stated within the action point.

1. Waste management

- We arrange for as many consumables as possible to be recycled or composted, including paper, milk cartons, tea bags and coffee grounds, plastic bottles, cans, cardboard and used printer cartridges
- We try to recycle IT and PC equipment wherever possible
- We dispose of or recycle items in an environmentally safe and legal way

- All staff are encouraged to reduce the amount of paper used via double-sided printing wherever possible or by using scrap paper to print on

2. Transport and travel

- We encourage staff to travel to work using public transport and minimise the use of their own car where possible
- We run a bike to work scheme to enable more staff to travel to work by bicycle
- We monitor the carbon emissions of staff traveling and use this calculate our carbon offset fund. The Project chosen for the yearly carbon offset fund will be decided by the Environment Team with input from staff, customers and third parties where appropriate
- Staff are asked to consider the most environmentally friendly way of travel when planning a trip; specifically we encourage the use of train travel rather than flying domestically wherever possible

3. Raw materials and supplies

- We make use of the 'Green Checklist for Purchasing' (see appendix 1 attached) to ensure that as many goods as possible are bought in an environmentally friendly way from suppliers that consider their environmental impact
- We make use of the 'Green Checklist for Events' (see appendix 2 attached) to ensure as many events as possible are carried out in an environmentally friendly way
- We use environmentally friendly cleaning products where possible to minimise any detrimental effect on the planet
- We aim to buy as much recycled office stationary as possible such as paper and envelopes

4. Energy usage

- We minimise our use of electricity by turning off appliances and lighting over night

5. Staff involvement

- We adopt an inclusive approach to our environmental practices inviting staff suggestions, comments and actions
- We encourage staff to participate in the recycling of waste and to use the Green checklists for purchasing and events
- The Shared Interest Environment Team provides staff updates on changes to policy and procedures
- The Environment Team will inform staff of any national or international events relating to environmental sustainability – for example, Recycling Week

6. Customers and external influence

- We take advice from customers, members, volunteers and external bodies on how our carbon offset fund can be used for the most positive environmental impact

Appendix 1: Green Checklist for Purchasing

Green Goods and Services

Environmental impact is usually easier to assess for goods rather than for services. With services, the emphasis can often be on the supplier rather than the service itself. Although it may not always be possible, we should consider asking suppliers of goods and services the following questions:

- Do I really need to buy it?
- Am I buying more than is needed?
- How good is our stock control- is more being order than is actually required, resulting in materials being disposed of before they are used?
- Is it heavily over packaged?
- Can it be reused?
- Is it made from recycled/sustainable sourced materials?
- Is it made from easily recycled materials, such as paper, glass or wood?
- Are its component materials easy to separate for recycling?
- Is its packaging easily recyclable?
- Consider the life cycle of the product

Assess our suppliers- where possible; choose those that can demonstrate good environmental practice performance.

- Buy locally- supporting local businesses can reduce transport emissions and the associated environmental impact.
- Rationalise deliveries to reduce transport emissions associated with our activities
- Refurbish and repair- if possible, recondition existing equipment rather than buying a new replacement

Green Catering

If we provide catering for an event we should consider the following where possible:

- Plan food requirements carefully to avoid unnecessary waste and consider donating left over food to local charities or sending for local composting
- Plan meals considering seasonal, organic and local produce wherever possible
- Ensure tea and coffee is Fairtrade and provide tap water as an alternative
- Ensure that they deliver products in reusable packaging and discourage the use of disposable items Minimise the use of individually packages food and drink items
- Use reusable crockery, glassware and cutlery wherever possible
- **Use catering suppliers from the following list of sustainable providers**
 - **Jasper's (www.jaspersonline.co.uk)**
 - **Scrumpy Willow and the Singing Kettle (www.scrumpywillowandthesingingkettle.co.uk)**

Appendix 2: Green Checklist for Events

Green Events (Planning)

When planning events the emphasis is often on location as opposed to facilities. Whilst location should play a prominent role in where the event is staged please also consider the following:

- Use websites and email to promote the event
- Minimise the length of registration form or use electronic registration where possible and publish the event itinerary on-line
- Use double-side printing for promotional materials and hand-outs
- Where possible, write materials in a reusable format including general rather than event specific text
- Use recycled paper where possible without laminating it
- If required, make note paper available from scrap paper
- Format any hand-outs so as to minimise the amount of paper used
- Ask the venue to recycle paper and any other recyclable waste
- Choose a venue that has good access via public transport and for disabled people
- Ask potential venues for their in-house environmental policy and priorities
- Choose a venue interested in sustainability issues
- Venues which offer in-house technical equipment and support can reduce equipment transportation
- Consider hiring rather than purchasing equipment, specify the most efficient available
- Consider video conferencing and/or recording the event for wider access via the internet
- Where appropriate promote car sharing – e.g. circulate attendee list in advance

Green Events (At the Event)

When planning for the event we should try and limit our environmental footprint by considering the following:

- Avoid mass distribution of hand-outs – allow attendees to download copies from the website
- Ensure presenters are aware of any electronic presentation facilities and distribute their presentations electronically after the event
- Provide reusable name badges (and remember to collect them at the end of the event!)
- Minimise use of accessories that are harmful the environment (e.g. plastic leaflet wallets)