

## **E01: Environmental Policy**

### **1.0 Scope**

1.1 This policy applies to all employees and volunteers of After Adoption (the 'Organisation')

### **2.0 Definitions**

2.1 W.E.E.E (Waste Electrical and Electronic Equipment) Regulations 2013  
Environment Act 1995

### **3.0 Policy Statement**

- 3.1 After Adoption is firmly committed to the principles of sustainability, and recognises that its activities impact upon the environment. The organisation:
- i) acknowledges a responsibility for, and a commitment to, the protection of the environment at all levels.
  - ii) will ensure a high level of awareness of sustainability issues exists amongst staff within the Agency.
  - iii) will endeavour to exceed the requirements of relevant environmental legislation
  - iii) is committed to environmental performance improvement and regularly reviews its policies and objectives.
  - iv) will communicate the sustainability performance of the Agency to all interested parties
  - v) will take steps towards improving the sustainability of Agency activities which are identified as having a significant environmental impact.
  - vi) will consider sustainability and the environment when purchasing products and services thereby minimising the amount of waste disposed of in landfill.
- 3.2 After Adoption will regularly review whether affiliation to an Environmental scheme would be of business benefit to the Agency.
- 3.3 This policy, in conjunction with other policies will provide guidance to staff on ways to improve working styles that will complement the environment and help to reduce our carbon footprint.

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### **1.0 Aims**

- 1.1 To achieve high environmental standards in all areas of After Adoption, by reducing or removing environmentally damaging activities and encouraging activities that improve or conserve the environment.
- 1.2 To apply the principle of sustainable development of the organisation, that is, development which meets the needs of the present, without compromising the abilities of future generations to meet their own needs.
- 1.3 To adopt environmentally sound systems and processes, eg. for transport, material and waste, and wherever possible use renewable or recyclable materials.
- 1.4 To encourage staff to be aware of the impact of waste materials on the environment and to ensure that as much waste as possible is recycled.
- 1.5 To inform relevant parties, ie. Local Authorities of After Adoption's environmental position and seek to encourage third parties involved with After Adoption to work towards establishing similar standards.
- 1.6 To ensure that After Adoption complies with the W.E.E.E. Regulation which aims to:
  - Reduce waste from electrical and electronic equipment
  - Encourage the separate collection of W.E.E.E.
  - Encourage treatment, reuse, recovery, recycling and sound environmental disposal of W.E.E.E.
  - Will ensure that any disposal of W.E.E.E will be through a registered waste carrier or other approved person and that the item(s) taken to a suitable facility be treated and recycled.

### **2.0 Transport**

- 2.1 After Adoption seeks to encourage environmentally friendly practices, therefore initiatives such as Travel Cards, eg. Oyster cards are used. Every effort will be made to provide storage for cycles wherever possible on After Adoption premises.
- 2.2 As part of the recruitment process After Adoption will ensure the location of new staff positions will be as locally based as possible, therefore reducing travel requirements.
- 2.3 When travel is required for business, staff must assess the need to travel and be aware of the environmental consequences of the mode of transport chosen. In addition, all staff must carry out effective diary management that minimises travel.
- 2.4 Staff should also consider alternatives to travel, eg. the use of telephone conferencing facilities is encouraged where possible, eg Skype/Zoom.
- 2.5 Should travel be unavoidable, public transport eg. buses and trains, should be considered as the preferred mode of transport. If this is not possible, other options such as car sharing should be considered, before accepting the use of a personal car as the final resort.
- 2.6 Further guidance on the use of various methods of transport can be found in section 4.0 of the Staff and Volunteers Expenses Policy (FI EX01).

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### **3.0 Paper and Other Stationery**

3.1 Unless agreed otherwise by senior management on the grounds of cost, availability or quality, all the paper and other stationery used by After Adoption should be recycled paper, which should also be biodegradable and recyclable.

3.2 There are a number of other standards which should also be applied to paper usage:

- All waste paper should be recycled. Confidential waste must be shredded before being recycled. Each office must make appropriate arrangements for this at a local level.
- Waste paper that does not need to be disposed of confidentially should be recycled. Each office must make appropriate arrangement for this at a local level.
- Staff should use scrap paper where possible for writing notes.
- Distribution of marketing, fundraising and other mass mailing material should be done electronically where possible.
- Internal mail should use recycled envelopes where appropriate.
- Internal communications should be carried out by email wherever possible, eg. electronic submission of Managers' monthly returns etc.
- E-mails and other documents should not be printed out unnecessarily. If it is unavoidable to print them, then please print in monochrome unless colour is essential
- Seek to reduce the storage of paper records where appropriate to do so (this does not apply to adoption records or service user case files as this is covered under different legislation).

### **4.0 Food**

4.1 After Adoption recognises that fairly traded goods help ensure a more sustainable lifestyle for workers which has both social and environmental benefits.

4.2 All tea and coffee purchased for all After Adoption offices must be certified by the Fair Trade Association. All other items should also be fairly traded where available.

4.3 When purchasing food for organisational use, every attempt should be made to ensure that the quantity purchased matches the quantity required in order to minimise waste. Any packaging should be minimal, and should be suitable for recycling or be biodegradable wherever possible.

4.4 In order to minimise environmental impact, locally sourced produce should be considered where available.

### **5.0 Chemical Products**

5.1 Cleaning products should be made up of biodegradable chemicals wherever possible. Where this is not possible, the use of alternative products should be minimised. Refer to HS03 COSHH Policy.

5.2 The use of aerosols must be minimised and pump action sprays used in their place. Whilst aerosols today do not generally contain CFCs which damage the ozone layer, they may contain other chemical propellants which are damaging to the environment.

5.3 Where appropriate, there may be natural alternatives to chemical products which may be as good, both in terms of effectiveness and costs.

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### **6.0 Property**

- 6.1 When agreeing new leases or purchasing property, an environmental impact assessment must be carried out.
- 6.2 This assessment must include:
- What land the property has been built on, eg. a greenfield or brownfield site (only applicable to newly constructed buildings).
  - The proximity of the property to public transport links.
  - The availability and content of the Landlords environment and energy assessment report.
  - Projections of the future running costs and environmental impact of the building.

### **7.0 Energy Efficiency**

- 7.1 The usage of energy efficient light bulbs will be compulsory across the organisation for any new property and energy efficient bulbs should be used when replacements are required in existing buildings.
- 7.2 All white goods purchased by After Adoption should be energy efficient (rated at least A or higher on the scale currently in use).
- 7.3 When leaving any room unoccupied at the end of the working day or for an extended period of time during the working day, lights, fans and heaters must be switched off.
- 7.4 All electronic equipment, eg. computers, laptops, printers etc must be switched off completely at close of business, unless it will be in operation overnight. No electronic equipment should be left on stand by, as even in this state some items of equipment use significant amounts of electricity. Refer to ICT Policy - ICT01
- 7.5 Heating must be used minimally to ensure this and must not be left on overnight.
- 7.6 To gain maximum efficiency, air conditioning systems need to operate in rooms which do not leak air, and accordingly all windows and doors must be kept closed when the air conditioning is in operation.

### **8.0 Water Efficiency**

- 8.1 Taps must not be left running.
- 8.2 Cups and crockery must not be washed under running water.
- 8.3 Toilets must be dual flush where possible. Water usage of older toilets should be reduced.

### **9.0 Waste Minimisation / Recycling**

- 9.1 By adopting the policy and procedures outlined above, the organisation will minimise the level of waste generated.
- 9.2 After Adoption will work with the local authorities and other third parties in areas that it has administrative offices to maximise the recycling of whatever organisational waste may remain.

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9.3 Each office will need to ensure that local collections are arranged for recyclable waste where it is appropriate to do so, and that all waste is appropriately segregated in order to facilitate this. In most regions there are local collections available for:

- Paper
- Cardboard
- Aluminium/Steel cans
- Glass
- Plastic
- Printer/Photocopier Toner
- Inkjet Cartridges
- Batteries

9.4 After Adoption will ensure that the following items are disposed of in an environmentally friendly way:

- Batteries and fluorescent tubes via an environmentally friendly waste disposal organisation.
- All electronic equipment will be disposed of in accordance with the W.E.E.E initiative.
- All unused computers be returned to the IT support company who will assess them for disposal as appropriate.
- Working mobile phones must normally be reused in the organisation, whilst non-operational mobiles must be returned to Head Office.

Please contact the Head Office Administrator or relevant regional administrator to be informed of the approved disposal channels for the above items.

### **10.0 Monitoring and Assessment**

10.1 Managers will report monthly on environmental issues as part of the monthly managers' Health and Safety Report. These reports will be reviewed on a quarterly basis by the Health and Safety Committee.

10.2 The minutes of the Health and Safety Committee will be circulated to all senior managers, and any significant issues will be placed as an item for discussion at the subsequent SMG and OMG meeting.

### **11.0 Internal References**

COSHH Policy – HS03

Staff and Volunteers Expenses Policy – FI EX01

### **12.0 External References**

Carbon Trust – [www.carbontrust.co.uk](http://www.carbontrust.co.uk)

Environment Agency - [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

Ground Work Trust – [www.groundwork.org.uk](http://www.groundwork.org.uk)

Manchester City Council – [www.manchester.gov.uk](http://www.manchester.gov.uk)