

ENVIRONMENTAL POLICY & PROCEDURES

Introduction

Inclusion Hampshire manages education and training services which promotes engagement with vulnerable groups across Hampshire. This contributes toward improving the quality of life for the local population. Inclusion Hampshire believes that a better quality of life is not only a product of social and economic development but also of a healthy and sustainable environment.

1. Inclusion Hampshire recognises that all its activities have an environmental impact and acknowledges that it has a role to play in protecting the environment and can make a difference.
2. Staff are to consider the effects of their activities on the local and global environments and take appropriate action to minimise Inclusion Hampshire's use of resources.
3. There will inevitably be clashes between this Policy to protect or improve the environment and the need for Inclusion Hampshire to achieve and provide value for money in all its operations if it is to remain a viable charity. Where such clashes occur the matter will be referred to the Board of Trustees by the Charity Chief Executive for a final decision on the particular matter.

Responsibilities

All staff and volunteers will be expected to make this policy work in practice and contribute to its ongoing development. Inclusion Hampshire's staff should follow the good practice guidelines listed in this policy and are encouraged to contribute new ideas for inclusion at any time.

The Board of Trustees as the employer has overall and final responsibility for ensuring that Inclusion Hampshire meets its responsibilities in relation to all relevant environmental legislation. Trustees will also ensure the development of a strategic commitment to the environment, which goes beyond adherence to minimum legal requirements.

The Charity Chief Executive has overall responsibility for ensuring that this policy is put into practice. In particular the Charity Chief Executive will ensure that:

- Staff receive sufficient information and training to enable them to put this policy into practice.
- Line managers are aware of their responsibilities to their staff and volunteers in relation to the environment and sustainability.
- There are arrangements in place to properly monitor this policy.

'Staff' covers Inclusion Hampshire trustees and employees, volunteers, work experience learners, trainees and apprentices.

- Inclusion Hampshire's commitment to the environment is properly managed and internally driven through the individual commitment of its staff wherever they are based.
- Those responsible for environmental issues have the resources to carry out their work effectively.

General Procedures and Guidelines

Waste management.

Inclusion Hampshire will make efficient use of natural resources and will identify the best practicable environmental options for the disposal of waste, encouraging the re-use and recycling of materials wherever practicable. On a day to day basis Inclusion Hampshire will make full use of the recycling services provided by Local Authorities in order to minimise the volume of waste deposited to landfill.

Environmental purchasing.

Inclusion Hampshire will consider appropriate environmental criteria when purchasing products and services and will endeavour only to use contractors and suppliers who demonstrably acknowledge and positively act upon the impact of their own activities on the environment. The energy consumption of new equipment will be assessed when making purchasing decisions, and wherever practicable Inclusion Hampshire will endeavour to purchase environment-friendly products such as those which are organic, recycled, locally-sourced or chemical-free.

Water consumption.

Inclusion Hampshire will use water efficiently and optimise use of natural resources by encouraging employees and volunteers to conserve water.

Transport.

Inclusion Hampshire will promote environmentally friendly forms of transport and work to reduce the negative environmental impact of travel by encouraging walking, cycling, use of public transport and lower carbon emission vehicles. Staff will also be encouraged to car share wherever practicable.

Training.

Inclusion Hampshire will ensure that its employees have an awareness of environmental issues and that those with particular environmental responsibilities are provided with appropriate training. Inclusion Hampshire's environmental policy will be an integral part of staff induction and training programmes.

Other.

Inclusion Hampshire will support sustainability initiatives that contribute towards the preservation or enhancement of the quality of life for the communities of Hampshire.

Good Practice Guidelines for Staff

Use of Paper.

- Staff and volunteers should only print when necessary and are to use double sided options for printing and copying wherever practicable.
- The use of colour printing is to be kept to the minimum. Those who use a colour printer are to default their printing settings to black & white.
- Minutes of meetings and other internal documents should be distributed electronically.
- Scrap paper is to be used wherever practical and waste paper must be recycled.

- Staff are to cancel junk mail wherever practicable.
- Email signatures should read 'please do not print this email unless absolutely necessary'.

Energy Use.

- Equipment not in use is to be turned off at the end of the day.
- Lights are to be switched off when not in use.
- Where under Inclusion Hampshire control, thermostats should always be set to 'normal'.
- Staff and volunteers should wear warm clothing in cold weather rather than "turn up the heating".
- Energy saving settings on computers must be set correctly.
- Computer monitors use two thirds of the energy of the computer and, along with printers, are to be switched off overnight or when not in use for a more than an hour.
- Staff and volunteers are to turn off and unplug stand-by appliances when not in use, including mobile phone chargers, fans and microwave ovens.
- Rechargeable batteries are to be used wherever practicable.
- Routine maintenance of small equipment is to be undertaken, eg defrosting and cleaning of coils for fridge/freezers to make them work more efficiently.

General.

- Staff and volunteers should avoid using disposable plastic materials wherever practicable.
- Office stationery supplies, which are not disposable items, are to be shared.
- Staff and volunteers are to reduce consumption and reuse or recycle wherever practicable.
- Staff and volunteers are to avoid unnecessary car use and use public transport to attend meetings etc wherever practicable.
- Staff and volunteers should avoid unnecessary water consumption.

POLICY IMPLEMENTATION

The Chief Executive is responsible for ensuring the implementation of this policy and that regular reviews take place.

The DSL is responsible for ensuring updates pertaining to safeguarding are passed to the Chief Executive to be written into this policy.

All staff have a responsibility to adhere to this policy and will be made aware of this policy as part of their induction, supervision and on-going training.

Failure for staff to act in line with this policy will result in disciplinary action.