

Adopted: 25th April 2017

Reviewed: August 2025

ENVIRONMENTAL POLICY

PURPOSE

AGEUKCAP acknowledges its responsibility to reduce its carbon and environmental footprint and formally commits itself to being an environmentally responsible charity. We recognise the impact of our activities, no matter how small, on the environment and the need to continually consider ways in which we can reduce this impact to protect the environment.

SCOPE

This policy outlines ways in which AGEUKCAP commits to reduce its environmental impact as an organisation.

POLICY

AUKCAP commits to the following long-term actions to reduce its environmental impact, working towards the local authority's commitment to be zero-carbon by 2030.

Overall actions

- Regularly monitor, evaluate and consider changes required to continually improve the organisation's environmental impact
- Include the organisation's environmental performance on the Board of Trustee's agenda at each AGM.
- Comply with all relevant environmental regulations, laws and codes of practice as a minimum standard of environmental performance.
- Work closely with all funders to ensure that our commitments to carbon reduction are considered alongside services provided and activities undertaken.

Conserve energy

- Switch to green energy suppliers and renewable energy sources for all buildings under AUKCAP's control where possible and economical to do so.
- Turn down thermostats in offices and day centres where practicable.
- Ensure powered equipment is turned off when not in use where practicable.

- Utilise energy saving systems in all buildings under AUKCAP's control, such as movement-activated lighting and solar panels, where possible.
- Ensure energy efficiency is considered when procuring powered equipment.
- Turn heating down or off in unused rooms in all buildings under AUKCAP's control.

Minimise waste and maximise resource

- Observe the waste hierarchy wherever practicable: eliminate, reduce, reuse, recycle, dispose of responsibly.
- Promote the use of recycled products wherever possible, including ensuring use of FSC recycled paper for all promotional materials, leaflets and printing.
- Order in bulk where possible (e.g. stationery) to reduce the occurrence and impact of transportation and packaging.
- Plan work schedules to make use of shortest journeys, visit clustering, car-sharing, cycling and public transport wherever practicable.
- Encourage working from home where appropriate to eliminate the need to travel.
- Utilise technology to hold meetings online wherever possible to eliminate need to travel.
- Promote paperless functions wherever possible, including a policy of no printing for emails.
- Use email rather than hard copy mail wherever possible
- Avoid the use of disposable cutlery, cups and plates; where unavoidable, select cardboard plates and cups, sustainable wood cutlery and ensure recycled
- Introduce recycling schemes at AUKCAP's offices and promote to neighbouring tenants.
- Print/photocopy double sided wherever possible.
- Utilise obsolete printed paper as scrap in AUKCAP's offices and day centres.

Utilising ethical suppliers

- Include consideration of screening a company's sustainability policy and green credentials when selecting suppliers.
- Purchasing Fairtrade products where possible and economical.

Promoting a green culture

- Encourage and inform employees and volunteers on ways they can minimise their individual carbon footprint and environmental impact at work and in personal life
- Promote energy efficiency to our service users and make energy observations when visiting their homes to identify opportunities for improved energy efficiency and environmentally friendly practices.

- Encourage the duty holders of buildings rented by AUKCAP to adopt sustainable practices.

MONITORING

AUKCAP managers will monitor their own services on an on-going basis. Environment issues will appear as a standing item at staff and Board of Trustee AGM meetings. Areas of concern will be addressed by the CEO, Deputy CEO and H&S Manager when and where appropriate.

This policy will be reviewed every 24 months.

Environmental policy approved: August 2025 (Date)

A handwritten signature in black ink, appearing to read 'Hazel Williams', with a long horizontal flourish extending to the right.

Signed by Chair of Trustees