

Adopted: 25<sup>th</sup> April 2017

## **ENVIRONMENTAL POLICY**

### **INTRODUCTION**

Age UK Cambridgeshire & Peterborough (AUKCAP) seeks to protect the environment and is committed to ensuring that this policy is implemented throughout its own operations, processes and activities.

This policy formally outlines this commitment and provides a focus for the continual development of environmentally sustainable working practices.

### **POLICY FRAMEWORK**

AUKCAP will:

- Seek to employ methods of working which are environmentally friendly or environmentally neutral;
- Monitor and evaluate the environmental impact of its operations and constantly seek improvement;
- Consider the environmental impact of the life-cycle and ultimate disposal, of any capital asset and its associated waste;
- Minimise the use of all materials, supplies and energy;
- Minimise waste production in all activities, with the aim of eliminating waste wherever possible;
- Enable and encourage staff and volunteers to act positively for the environment in every task undertaken;
- Work with older people and local communities, promoting and responding to environmental issues and concerns;
- Aim to comply with all relevant environmental regulations, laws and codes of practice as a minimum standard of environmental performance.

## WHAT CAN WE DO AS INDIVIDUALS

- All AUKCAP staff will include in their email footers  [Think before you print this e-mail.](#)
- Switch off computers and monitors at the end of the day
- Avoid use of disposable cutlery, cups, plates etc
- Re-use envelopes for internal use
- Use blank side of obsolete printed-paper for notes or printing draft copies
- Print doubled sided where possible
- Use recycled products where possible
- Route plan journeys to cover the shortest distance
- Where possible use public transport, walk or bicycle to get to work
- Organise car sharing for journeys to work where possible
- Turn off lights and heaters in meeting rooms and communal areas when not in use
- Disable a % of fluorescent lighting tubes in each office, where possible and by mutual agreement with colleagues
- Encourage older people you meet to use energy saving products including light bulbs
- Where possible use rechargeable batteries over non-rechargeable batteries
- Ensure all used printer cartridges are placed in the printer recycled receptacle provided
- Place foil behind the radiators.
- Check hot water pipes and tank are insulated.
- Use energy saving light bulbs.
- Check loft insulation.
- Investigate grants for draught proofing.
- Ensure no taps are dripping.
- Where possible ensure fire extinguishers are environmentally friendly.

AUKCAP encourage staff and volunteers to make suggestions to find new ways of improving conservation of all resources used within our organisation and other ways of reducing environmental impact are actively encouraged.

Encourage members to buy products that do not:  
Damage the environment or squander energy during their manufacture, use or disposal.  
Endanger health, here or where they come from.  
Have unnecessary waste.  
Involve cruelty to animals.  
Avoid buying aerosol cans.  
Avoid tropical hardwoods.  
Buy local goods.

## MONITORING

AUKCAP Managers will monitor their own service on an on-going basis. Environment issues will appear as a standing item on all Safety Committee meetings Agendas. Areas of concern will be addressed by the Office Services Manager/Safety Officer when and where appropriate.

This policy will be reviewed in 24 months.