

# AGE UK EXETER

## Controlled Document

### Document Name: Environment Policy

Document Version Number: 3

Agreed by Standards Committee on: 07.01.2019

Approved by Board of Trustees on: 15.01.2019

Review Schedule: Every three years

Next review due: January 2022

Owner (Responsibility): Chief Executive Officer

Pass amendments to: Governance Officer

Revision History: See end of document.

Document Location: [www.ageuk.org.uk/exeter/about-us/policiesandguidelines/](http://www.ageuk.org.uk/exeter/about-us/policiesandguidelines/)

## Document Description

Age UK Exeter seeks to undertake its activities in an environmentally responsible manner and to do all it can to minimise any detrimental impact on the environment. This policy sets out who we aim to do this. This policy should be read in conjunction with our Ethical Policy.

## Implementation & Quality Assurance

Implementation is immediate and this Policy shall stay in force until any alterations are formally agreed.

The Policy will be reviewed every three years by the Board of Trustees, sooner if legislation, best practice or other circumstances indicate this is necessary.

All aspects of this Policy shall be open to review at any time. If you have any comments or suggestions on the content of this policy, please contact the Chief Executive Officer at [info@ageukexeter.org.uk](mailto:info@ageukexeter.org.uk) or at Age UK Exeter, The Sycamores, Exeter, EX4 7AE, 01392 202092.

## **Environment Policy**

Age UK Exeter seeks to undertake its activities in an environmentally responsible manner and to do all it can to minimise any detrimental impact on the environment.

We do this by:

- Ensuring all staff and volunteers co-operate with the recycling service. Waste at Sycamores Centre is collected by Devon Contract Waste who automatically sort it for all recyclable materials.
- Ensuring our stationery supplies come from a sustainable source managed to Forestry Commission Standards.
- The composting of our kitchen waste in our own compost bins.
- Keeping the use of electricity, gas and water to a minimum, ensuring our premises are well insulated and our appliances are regularly serviced so as to maintain maximum efficiency.
- Switching off lights when rooms are not in use and installing movement sensitive lighting as part of capital improvements.
- Switching off computer monitors, printers, televisions etc. at end of use.
- Regulating our heating to reduce wasted energy.
- Only filling kettles with the amount of water required.
- Using only registered waste disposal companies to remove our waste material.
- Recycling our print cartridges and batteries through registered waste disposal companies whenever possible.
- Ensuring the cleaning products we use have minimum detrimental effect on the environment.

- Encouraging the use of bicycles by staff and volunteers or where appropriate car sharing arrangements (not during Covid19)
- Considering the environmental impact of any new capital investment or service development.
- Recycling any old textiles through local clothing recycling bank sites
- Avoiding making any nuisance noise.

This policy is to be reviewed on a bi-annual basis and a report presented to the Board of Trustees each year.

#### Revision History

Revision date	Summary of Changes	Other Comments
21.11.14	Routine review by the Standards Committee.	Recommended to Board for approval
12.1.15	Approved by the Board of Trustees	Next review due January 2017
19.12.16	Routine review by the Standards Committee Cross referenced to the Ethical Policy	Recommended to Board for approval.
10.1.17	Approved by the Board of Trustees	Next review due January 2019
7.1.19	Routine review by Standards Committee. Minor changes to remove recycling of mobile phones and stamps and to add that we will recycle printer cartridges wherever possible.	Recommended to the Board for approval.
15.1.19	Approved by Board of Trustees	Next review due January 2021
27.04.2021	Amendments made to reflect relocation and change in services	