



## **Environmental Policy Statement**

Age UK Lancashire recognises the social and economic importance of protecting the environment.

Our intention is to work towards compliance of the ISO14001:2004 standard. To comply with legal obligations under the current Health, Safety and Welfare Act (2010), and the Environmental Protection Act (1994), together with all other applicable statutory provisions and relevant codes of practice.

To achieve good environmental standards in all activities including the reduction, re-use, recycling and disposal of waste.

We recognise our responsibility to reduce our carbon and environmental footprints and commit to being an environmentally responsible charity.

To take this forward, we commit to the following actions;

### **1. Day to Day Operations**

- We will maintain only relevant documents & files for storage, minimising the retention in the cloud of old data
- We will purchase energy efficient appliances & lighting when replacing items
- The last person leaving offices will check that all appliances are switched off before locking up. All colleagues will be encouraged to take personal responsibility for environmental impact.
- We will consider the requirement to have camera's on during meetings (turning them off reduces their carbon footprint by 96%)
- We will use eco-friendly cleaning products
- We will power down equipment not in use

### **2. Procurement & Partnerships**

- Where food is provided at events and for customers, we will ensure that local suppliers and producers are used wherever possible.
- We will purchase sustainable office supplies, using recycled paper where possible.

### **3. Waste Reduction**

- To make economic use of energy, water and transport usage to minimise waste in all aspects of the business function.
- To review Energy Performance Certificates as part of any company relocation or enlargement of existing facilities.
- We will ensure that smartphones and other equipment are replaced only when necessary, reducing our carbon footprint. (keeping a smartphone for 3.5 years and not the average of 2.5yrs (40% of its lifetime) makes a 25% saving on carbon footprint
- We will minimise the use of single-use plastics
- We will wherever possible recycle our hardware and avoid it going to landfill.
- We will recycle paper, plastics and glass.

### **4. Transportation**

- To minimise our business mileage to lower the effect on the environment and use alternative means of transport when appropriate.
- We encourage car sharing where practical.
- We will encourage use of cycling options in our travel policy and pay a cycle rate via expenses in line with HMRC guidance.
- We have flexible working options to reduce commuting.
- We make appropriate use of electronic meetings to avoid travel to meetings

### **5. Events & Fundraising**

- We will consider sustainability when hosting events, minimising waste and using reusable materials wherever possible and sourcing local food and drinks.
- We will purchase eco-friendly merchandise wherever possible, such as reusable water bottles, organic cotton T-shirts etc,

### **6. Awareness & Engagement**

- All staff contracts will include a clause stating that staff will be expected to help us in carrying out our aim of being an environmentally responsible organisation, in how they carry out their day-to-day duties.
- We will include content about our environmental policy and actions at new staff induction sessions
- To communicate this Environmental Policy and any proposed actions to our employees & volunteers, encouraging their active involvement in environmental issues. We will add a section to our annual report outlining our actions and outcomes

- We encourage those who are working from home to consider their environmental impact and to adhere to the spirit of this policy wherever possible.
- We encourage our colleagues to discuss environmental issues with customers where it is appropriate to do so.

## **7. Monitoring and Review**

- To regularly monitor and report (via scorecard) our gas and electricity use.
- This policy statement will be audited on a routine basis to ensure continual improvement of environmental standards.
- The implementation and effectiveness of this policy will be monitored by the Chief Executive Officer. The Chief Executive Officer and the Board of Trustees will review the impact of the policy annually and recommend and implement action to ensure the policy is impactful, up to date and compliant with current legislation and guidance.

## **ADOPTION OF THIS POLICY BY THE BOARD OF TRUSTEES**

**Victoria Buyer, Age UK Lancashire Chair**

**Signature:** 

**Date:** 27<sup>th</sup> March 2025