

ENVIRONMENT POLICY

This Policy applies to all employees, volunteers and trustees of Age UK Oldham as appropriate. For the purpose of this Policy, employee, volunteers and trustees are referred to collectively as 'employees'.

Age UK Oldham's goal is to achieve continuous environmental improvement based on a policy of **reducing, reusing and recycling**.

The purpose of this Policy is to help minimise any negative impact Age UK Oldham has on the environment by considering potential pollution risks and minimising waste and resource consumption. This will be achieved by:

- ensuring compliance with statutory legal requirements as a minimum standard;
- promoting good environmental practice and awareness amongst employees;
- encouraging and supporting good practice initiatives to improve the quality of the environment; both within and outside the organisation.

Energy Saving

Age UK Oldham will ensure that all our premises are as environmentally friendly as they realistically can be by:

- making efficient use of natural light within our buildings and conserving energy by adopting an '**only turn on when using**' approach to equipment i.e computers, lighting, machinery and all other electrical equipment;
- ensuring heating systems are programmed 'on' only during core working hours;
- encouraging the purchase of energy saving products;
- encouraging the purchase of biodegradable products;

Paper

Age UK Oldham will make more effective use of resources by adopting:

- a "**Think before you Print**" ethos to reduce paper and ink consumption;
- always printing double sided documents whenever possible;
- use recycled paper for printing;
- reuse envelopes for internal use;
- reuse blank sides of paper, previously used/printed for other purposes, for making notes

Additional Measures

Age UK Oldham will also strive to:

- reduce its use of plastics by purchasing items in alternative environmentally friendly packaging;
- reduce water consumption – check taps are turned off/not dripping, use dishwashers and washers only with full load;
- Minimise toxic emissions through the selection and use of its fleet and the source of its power requirement;
- Use public transport where possible or car share;
- Actively promote recycling amongst employees and where possible service users;
- Check that materials provided by third parties adhere to green credentials;
- Ensure employees use the appropriate recycling bins at Head Office and all other locations where these are provided;
- Make our own compost at our Over 60s Centre for the community garden;
- Recycle and reuse unwanted items from our shops i.e. rags, jewellery, electrical items, wires and metal.

Managing and Reducing Waste

Waste that cannot be eliminated, reduced, reused, recycled or composted, will be disposed of through safe and responsible methods using only approved licensed waste carriers and/or recycling centres and notes of any waste transfers will be kept in accordance with legal or regulatory requirements. Hazardous materials or substances will be stored, used and disposed of in accordance with legislation.

No chemicals or oils will be loaded, unloaded or stored close to surface water/foul drains or water courses or sources of ignition.

In addition to all employees, this policy is available on request to members of the public and can also be viewed on our website at <https://www.ageuk.org.uk/oldham/>