



## Environmental and Sustainability Policy

### 1. Policy Statement

The Bureau recognises that its operations have an effect on the local, regional and global environment. Our whole approach is to bring about change in society, in communities, in groups and in individuals and this should include positive change around any impact we have on environmental issues. As a consequence, The Bureau is committed to continuous improvements in environmental performance and the prevention of pollution. Environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of environmental performance.

### 2. Objectives

At The Bureau we will:

- 2.1 Use nature (natural) resources prudently and minimise the generation of wastes
- 2.2 Contribute to the protection and improvement of the built, historic and natural environment.
- 2.3 Enable the community to increase their awareness and understanding of environmental issues, and to acquire skills for environmentally responsible behaviour and action.
- 2.4 Monitor, evaluate and constantly seek ways of improving our environmental performance.

### 3. Best Practice

This policy will ensure that it:-

- 3.1 Is appropriate to the nature and environmental impacts of our activities/services.
- 3.2 Includes a commitment to continuous improvement
- 3.3 Includes a commitment to comply with relevant legislation
- 3.4 Is communicated to all employees, volunteers and clients where appropriate

### 4. Responsibility for Products

Wherever possible the organisation will consider the environmental impacts of the products it uses or purchases.

#### 4.1 Resource Use

We will endeavour to conserve resources through efficient use and careful planning. This shall include a reduction in our energy and water usage.

#### 4.2 Waste Management

A primary part of the organisation's environmental strategy is sustainable waste management and as such we recognise our responsibilities to recycle materials wherever possible. We will minimise waste, and will dispose of all waste through safe and responsible methods.

## 5. **Business Journeys**

5.1 Whenever possible and practical, staff should be encouraged to use public transport.

5.2 Staff should endeavour to car share when travelling on business.

## 6. **Environmental Awareness**

The Environmental Policy and accompanying guidelines will be disseminated to all current staff and volunteers and will also be included as part of the induction of new staff. The Bureau will implement the policy through guidelines and training in order to motivate staff to conduct their activities in an environmentally responsible manner. The Policy Statement will be displayed at all offices of the organisation.

## 7. **Audit**

The organisation will conduct an annual self-evaluation of our performance in implementing these principles and in complying with all applicable laws and regulations.

## **ACTION PLAN FOR DELIVERING VCG POLICY**

### **Implementation Actions**

A range of implementation actions, including measurable targets and outputs, have been identified for The Bureau's four broad environmental objective (see below). Implementation actions have two functions. First they translate the broad environmental objectives from aspiration into reality. Second, the implementation actions and targets/indicators linked with them allow the environmental performance of The Bureau to be tracked and evaluated.

<b>Objective 2.1. Use natural resources prudently and minimise the generation of wastes</b>	
<b>Implementation Actions</b>	<b>Performance target/indicator</b>
Conserve energy by: <ul style="list-style-type: none"> <li>• Maintaining a maximum temperature of 21°C</li> <li>• Keeping doors and windows closed to prevent heat loss</li> <li>• Enabling energy saving features on computers</li> <li>• Switching off electrical equipment when not in use</li> <li>• Turning out lights in unoccupied rooms</li> <li>• Using 'low energy' light-bulbs</li> <li>• Using electric fan heaters/radiators as little as possible</li> <li>• Using thermal settings on radiators</li> </ul>	Target – reduce annual energy consumption by 5% of the figure for the preceding year.
Conserve materials by using recycled paper	Absolute target – 50%  Aspirational target – 100%
Conserve materials by using recycled toner/ink cartridges for printers photocopiers etc where appropriate	Absolute target – 50%  Aspirational target – 100%
Minimise the disposal of wastes to landfill by sorting recyclable from non recyclable materials. Separate glass plastics and aluminium for disposal at municipal recycling facilities	Absolute target – 50% of total volume of waste generated each year  Aspirational target 90% of total volume of waste generated each year
<b>Objective 2.2 Contribute to the protection and improvement of the build, historic and natural environment</b>	
<b>Implementation actions</b>	<b>Performance target/indicator</b>
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<b>Objective 2.3 Enable the community to increase their awareness and understanding of environmental issues, and to acquire skills for environmentally responsible behaviour and action</b>	
<b>Implementation actions</b>	<b>Performance target/indicator</b>
Provide a venue for adult education and training courses	<ul style="list-style-type: none"> <li>• Annual count of environment-focused training courses</li> <li>• Annual count of local people participating in environment-focused training</li> </ul>

<b>Objective 2.4. Monitor, evaluate and constantly seek ways of improving our environmental performance</b>	
<b>Implementation actions</b>	<b>Performance target/indicator</b>
Once a year carry out an environmental audit and performance review for The Bureau (in terms of the adopted environmental targets/indicators, and produce a brief environmental performance report	<ul style="list-style-type: none"> <li>Annual environmental audit and performance review to be completed.</li> </ul>

**Review Date:** May 2017