

The Burton Street Foundation  
Community Benefit Society #28699R

# Environmental POLICY

## Scope and Guidelines

This policy will set out how The Burton Street Foundation can meet its self imposed responsibilities to lower its environmental impact. All the recommendations should be read, understood and implemented by all its staff, clients and users.

No legal or disciplinary enforcement can be attached to these guidelines, but are to be strongly encouraged as part of being a responsible employee, starting at the induction process. The policy is to be used when buying equipment and all consumables, and balanced against cost and the needs of the organisation. It is not an exhaustive list of instructions, but provides guidance and examples on the principles that each individual should implement according to their status and area of work.

## Aims

- To reduce the amount of waste we produce
- To reduce the amount of raw materials we consume
- To use renewable and recyclable materials where possible

We will achieve this by:

- Complying with relevant regulations and ensuring best practice
- Involving and informing all staff of their responsibilities
- Regularly reviewing and improving our commitment to this policy

## Buying policy

All staff responsible for buying items and equipment should take the following principles into consideration:

### **Reduce**

The first and most important principle is – don't buy it in the first place if not essential. Use multi use items. Look for longevity and value.

### **Reuse**

If something must be bought, look for its second purpose, buy items that can be used multiple times.

### **Recycle**

If something has lost all value, the last resort is to recycle. Ensure this happens, and that recyclable material is not included in general waste

The following paragraphs are examples of areas where our environmental impact can be lessened. Think about your area of work and draw up similar guidelines to be added to this policy.

### **Co2 Emissions**

Turn off all lighting, heating and electrical equipment which is not essential or being used at that time. Switch off monitors, close lids on laptops. Encourage car pools to travel to work. Ask drivers to switch off their engines in the car park.

### **Office consumables**

Think about if it actually has to be printed. Print in MONO. Print Double sided.

## Policy review

Annually