

Environmental Policy

Policy information	
Organisation	National Survivor User Network (NSUN)
Scope of policy	The policy covers compliance with environmental legislation and continuous improvement of the NSUN environment.
Policy operational date	May 2010
Policy prepared by	Sarah Yiannoullou, NSUN Manager
Date approved by Board of Trustees	May 2010
Policy review date	May 2012/May 2013

Purpose of Section

NSUN acknowledges its responsibility to protect the environment and is committed to doing so at all levels.

General guidance

The organisation will comply with environmental legislation and approved codes of practice. In addition we will seek to continuously improve our environmental performance by:

- Promoting environmental management policies and practices at every level and in all projects;
- Increasing awareness of environmental responsibilities among staff and service users;
- Minimise waste and pollution and develop and operate environmentally sound waste management procedures;
- Reducing the use of all raw materials, energy and supplies;
- Encouraging modes of transport used by staff and service users that minimise environmental impact.
- Reducing water consumption;
- Promoting a purchasing policy that will give preference, as far as practicable, to those products and services which cause the least harm to the environment;
- Avoiding wherever practical the use of environmentally damaging substances, materials and processes;
- Maintaining the grounds and buildings of the projects and offices in an environmentally sensitive way, having regard to protection of local natural habitats and preservation of biological diversity;

- Working with other local, national and other agencies as appropriate to promote environmental policies;
- Raising awareness, encourage participation and train employees in environmental matters
- Expecting similar environmental standards from all suppliers and contractors
- Participating in discussions about environmental issues. We will aim to reduce levels of pollution emissions wherever possible;

The following guidelines will help to achieve the overall aims of the policy.

Energy use

We consume large amounts of gas and electricity, which is both expensive and uses up non renewable natural resources.

We will aim to minimise our use of these commodities through a range of practical common sense measures, including:

- Switching off lights and other appliances if they are not needed.
- Adjusting radiators via the thermostatic valves to produce a comfortable temperature.
- Turning off computers when not in use
- Using low energy bulbs wherever possible

Products that we make

Where we produce items for sale we will endeavour to ensure that aspects of environmental impact are considered from design through to disposal

- Material used should be as environmentally friendly as possible
- Amount of machine use to produce the item should be kept to a minimum
- Number of items produced should be monitored to ensure that wastage and surpluses are minimal
- Attention must be paid to the processes used to ensure that unnecessary work is avoided.

Products that we buy

When we obtain products for our use we ensure that they pose the smallest possible environmental impact as possible. The following factors should be considered:

- Is the product made to a high standard?
- What is made of at what impact have the materials used made on the environment?
- How much packaging is there - the smaller amount the better?
- Does the producer have an environmental policy?
- Will the product do its intended job?
- How much transport has been used in its manufacture and delivery to you?
- Electrical products such as washing machines have an energy rating - choose machines with higher ratings as they are more energy efficient.

Materials

We use a varied range of materials across our operations and we must work to ensure that we only use what we need and we waste as little as possible.

Always consider the following:

- Reduce - do we need it
- Re-use - will we be able to re-use it
- Recycle - can it be recycled
- Refuse - send to landfill as a last resort

Travel

Staff and service users travel thousands of miles by car, train and bus. All these forms of transport use natural resources and produce pollutants, which damage the atmosphere and environment.

- Consider whether the journey is necessary
- If you are planning a meeting could you get the same result using Phone/email or post?
- Could you use public transport rather than private car?
- If you are working with service users who travel to you encourage them to consider the environmental impact they are making
- Could you walk or ride to your destination?
- Carry out weekly check of your/project vehicle. Under inflated tires increases fuel consumption and can be dangerous
- Keep your vehicle maintenance up to date. A properly maintained engine is more efficient and therefore uses less fuel.

Communication

We live and work in a world where communication by many methods is commonplace and constantly changing either by format, speed or type. The technological methods have an impact on the environment as energy is used to varying degrees.

- Use the least environmentally damaging form of communication
- Hard copies create more impact than emails
- Do you have to send it?
- Can you reduce the number of emails letter etc by sending less frequently or batching recipients who work or live at the same address?
- Are you becoming junk mailer?

Recycling

We can all recycle and most of us probably do in some way, but think about the amount of paper we all use, the draft copies we do not need and throw out; the empty drinks cans that we throw in the bin etc. The list could be endless.

Think about using separate bins to collect cans, paper etc and take them to your local recycling point on a regular basis

Where possible buy products, which are at least part produced using recycled Materials

Contact your suppliers and find out about their recycling policy and encourage them to consider their impact on the environment.

Generally if you think about recycling as part of your day to day routine you probably will not notice anything has changed but the environment will.

Reuse

Whilst reuse may sound similar to recycling there are some big differences between the two.

Reuse is about extending the life of something where possible and keeping it out of the waste stream, recycling takes place at the end of something's useable life. The difference may seem small but the difference in the impact on the environment can be enormous

Use refillable printer cartridges - it's cheaper and more environmentally friendly. There is probably nothing wrong with the plastic container. Don't throwaway your old mobile phones, reuse them. Some charities collect old mobile phones and are also paid per phone they collect so there are multiple benefits

Look at what you use within your work and then see if there are reusable/refillable alternatives available.

The above points are intended to be general and aim to inspire you to consider the ways you can reduce your environmental impact, rather than by being prescriptive.

Where at all possible we should aspire to reduce our impact upon the planet and improve the way we treat our planet both through our actions and inactions.

Consider what you use, what you waste and the damage you may be causing to the planet.

We should aim to leave the planet in a good condition for following generations.

We will ensure that all employees are made aware and have access to a copy of the Company's environmental policy;

We will regularly review the policy to ensure that we are a green aware and environmentally friendly organisation.

May 2010. Review date: May 2012 / May 2013