

RUTLAND FIRST CIC

Environmental Policy

Rutland First Community Interest Company is a not-for-profit company established to undertake and encourage a broad range of work and other activities relating to improving, promoting and enhancing the wellbeing of the people of Rutland, and the immediate surrounding areas.

Purpose

- Rutland First recognises the many and increasing threats to the environment and wishes to play its part in developing a sustainable society.
- This Policy will provide the strategic and operational framework to support the integration of the BS ISO 14001 Environmental management system (available electronically from the Rutland First office or online) into the organisations services and functions.
- Rutland First recognises that as a duty holder under environmental legislation it has responsibility and accountability for its aspects and impacts on the environment created (both directly and indirectly) by our operations, services and activities. As such the organisation will use the BS EN 14001 Environmental Management Model to assist with compliance to the present legislation and standards.

Organisation and Responsibilities

Responsibility for ensuring the provision and implementation of this Policy will rest with Rutland First's Chair. The Chair will ensure that the Board of Rutland First agrees an Environmental Policy that:

- Directly relates to the environmental impacts of the Organisation's activities, products and services
- Takes into account the nature and magnitude of all such environmental impacts
- Takes into account the continual development cycle and standards outlined in the BS ISO 14001 Management Standards
- Commits Rutland First to take all reasonable steps to prevent pollution
- Commits the Organisation to continually seek improvements in its Environmental Management System under the Plan, Do, Check, Act process
- Commits the Organisation to compliance with applicable environmental legislation, regulations and all other relevant requirements to which the Organisation subscribes
- Provides a framework for setting and reviewing environmental objectives and establishes time frames for their achievement
- Is documented, put into practice and sustained
- Is introduced to all employees/volunteers
- Can be accessed by the public

Rutland First pledges itself and all personnel to:

- Reviewing policy and practice to ensure they include envisaged situations that may have an adverse impact on the environment.
- Commencing regular reviews of our Environmental Policy Action Plan in advance of our external audits

In addition, Rutland First will endeavour to:

- Raise awareness of environmental issues with our staff/volunteers
- Help to create a clean and healthy environment
- Help to reduce pollution
- Increase our efficiency in our use of energy, water and resources
- Minimise waste production and seek to reuse or recycle as much as possible
- Protect and enhance the wildlife habitats within our grounds if appropriate

Environmental Policy Statement

Rutland First recognises the importance of environmental protection and is committed to operating its business responsibly and in compliance with all environmental regulations, legislation and approved codes of practice and any other requirements to which we subscribe relating to improving the health of people of Rutland. This must be an on-going process of improvement to service provided.

It is the Organisation's objective to operate with, and to maintain good relations with all regulatory bodies, and our Organisation's declared policy on Environmental and Energy to carry out all measures reasonably practicable to facilitate the ability to continually improve environmental performance. We will publicise our efforts wherever possible, and:

- Assess and regularly re-assess the environmental effects of the Organisation's equipment, workplace and facilities operations with regards to the reduction of our environmental impact and continual development of environmental performance under the BS ISO 14001 standards
- Adhere to all relevant regulations concerning waste and environmental well-being and prevention of pollution
- Ensure that any sub-contracted operations are in-line with this policy, and that they are aware of their respective responsibilities in the environment
- Train all employees/volunteers in environmental issues, raise awareness and actively promote establishing a clean and healthy environment
- Minimise the production of waste and material wastage
- Actively promote the use of recyclable and renewable materials
- Minimise energy wastage by promoting the efficient use of energy, water and other resources
- Set out commitments in relation to the main areas where the Organisation has significant environmental impacts:
 - Use of paper
 - Paper sourcing, through sustainable forestry and recycled qualities
 - Energy consumption
 - Greenhouse gases - carbon management and emissions in the supply chain
 - The purchase of contracted services
 - Reducing transport pollution
 - Control of emissions from operations, and protecting wildlife habitats within the grounds
- Minimise risk to the general public, employees and volunteers from any Organisation operations and activities

This policy will be communicated to all employees and volunteers, suppliers and sub-contractors (as appropriate) and will be made available to the public. All personnel understand their obligations under this policy statement.

The Organisation constantly monitors and review its environmental performance and this Environmental Policy Statement in order to ensure its continuing suitability, and will implement appropriate improvements.

Planning and Implementation

Awareness Raising

Rutland First will include relevant environmental information for staff and volunteers during induction, at staff meetings, on notice boards and in newsletters to raise awareness of environmental issues and to encourage individuals to adopt more sustainable practices.

Clean and Healthy Environment

Rutland First will purchase eco-friendly, biodegradable cleaning materials, products made from recycled materials, unbleached paper etc. if practicable.

Reducing Transport Pollution

Wherever possible, Rutland First will:

- Encourage staff and volunteers to share cars or use public transport to attend meetings and events
- Explore the use of tele-conferencing to alleviate travelling to meetings.
- Encourage staff to use e-mails and telephones instead of driving to meetings
- Buy local goods and services.

Efficient use of Energy, Water and other Resources

Rutland First will encourage efficiency including:

- Signage reminding staff and volunteers to save on heating and lighting
- Reminding staff and volunteers to switch off lights, computers, printers and photocopiers etc when not in use
- Setting heating timers if appropriate so that heating is generally off when the workplace is empty
- Having a clear reporting system for leaking taps, faulty equipment, and repairing as soon as practicable.

Recycling and Minimising Waste

Rutland First will:

- Recycle all waste paper, cardboard, plastics, bottles and cans, etc.
- Recycle ink cartridges and mobile phones
- Where facilities exist, set default printer settings to double sided as standard.
- Remind staff/volunteers to use email instead of posting documents and to print them off only when necessary.
- Encourage staff, volunteers and the wider public to give all unwanted saleable goods to charity shops
- Cut waste by filling kettles with only the amount required, checking the refrigerator regularly for efficiency
- Remind staff and volunteers to keep doors closed, especially external doors and in the winter months
- Avoid buying products with excess packaging

Monitoring and Review

- Rutland First Board will ask the Chair to oversee this policy and to provide reports to the Board on the effectiveness of its implementation. The Chair will keep Rutland First Board informed of progress on an annual basis.
- This policy is designed to be a working document to improve our impact on the environment. Therefore, we will review the policy on an ongoing basis with a view to making further improvements as opportunities arise. Because the policy is founded on us all becoming more efficient it should result in financial savings and there will be no overall increase in costs to Rutland First.