

# Environmental Policy

Ver 2, Dec 14



Date issued	December 14
Next review date	Jan 2016
Target Audience	All

**WARNING:** Always ensure that you are using the most up to date policy or procedure document. If you are unsure, you can check that it is the most up to date version by checking with the HR Officer.

**To be completed when reviewing an existing policy.**

If the policy has been reviewed without change this information will still need to be recorded although the version number will remain the same.

Version	Date	Brief Summary of Change
2	Dec 14	Reviewed – no changes



# Environmental Policy

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## 1. Overview

NICCY recognises and understands the importance of protecting the environment and promoting best practice. We are committed to continual improvement in our environmental performance, and minimising adverse environmental impacts where reasonably practicable.

NICCY demonstrates their commitment by:

- Reducing energy and resource consumption by implementing effective and efficient reduction methods consistent with best practice;
- Influencing suppliers, where possible, that all goods procured and services undertaken comply with our environmental policy;
- Developing green travel plans by encouraging staff to adopt greener travel practices;
- Minimising the generation of waste and implementing recycling initiatives;

## 2. Key 'Green' Targets: Guidelines and Policies

Trying to ensure that the NICCY office space is as environmentally friendly as possible makes good business sense. Simply put, the less we use, the less we pay for.

This will also assist in the promotion of NICCY as a responsible and forward looking organisation, and ensure our own contribution to the concept of sustainable development.

To ensure the office is as environmentally friendly as possible, we:

- reduce resources consumed/waste produced;
- reduce the amount of energy consumed and pollution produced;
- procure goods and services which minimise environmental impacts;
- increase the amount of waste we recycle or re-use; and
- promote efficient use of transport for commuting and business travel.

## 3. Waste Policy

The cost of waste includes:

- Wasted materials and natural resources (e.g. paper generated by over-ordering of publications and other printed items);
- Transport costs;
- Disposal costs (including payments to waste contractors);
- Excessive use of energy.

## 4. Reducing waste

Reducing waste at source is the best and most effective method of reducing costs and preventing pollution.

### Follow three simple steps:

#### Reduce

Eliminate waste before it is created by only buying what we need.

#### Re-use:

Where possible, find alternative uses for goods, equipment and furniture, or use more durable items rather than disposable items.

#### Recycle

Recycling waste produced, including paper and cardboard, glass, toner and printer cartridges, computer equipment and furniture where possible.

## 5. Paper Policy

Paper is perhaps the most obvious area within which NICCY can reduce waste in the office. In order to do this, we encourage and use best practice procedures:

- All paper is sourced from FSC approved suppliers;
- Always use both sides of paper, setting printers and photocopiers to copy double-sided as default;
- Shred confidential material and send for recycling;
- Send all other used paper for recycling where possible;
- Reduce the circulation of printed documents by using email where possible, or attach a circulation list to single copies;
- Ensure one person orders all stationery to avoid duplication of orders.

## 6. Energy Policy

Office equipment is the fastest growing user of energy in the business world. Electricity consumption by office equipment represents twenty-five per cent of the total electrical energy used in offices, and places a significant cost on the organisation as well as on the environment.

The limited life of most office equipment means that much waste is generated when this equipment becomes obsolete.

Heating/cooling and lighting accounts for the rest of the electrical energy used in most offices, but simple steps can dramatically reduce the amount of energy used.

The key to cutting the amount of energy used in an office is good management. In some cases, energy costs can be reduced by more than half by adopting simple energy-saving measures.

## Heating and cooling:

- Reduce office heating temperature by a few degrees where possible;
- Make sure that heating systems are switched off outside normal working hours;
- Turn down thermostats instead of opening windows;
- Ensure equipment is maintained regularly to improve efficiency;
- Ensure lights and other equipment are switched off when rooms are not in use.

## IT equipment

- Ensure all users switch off office equipment when not in use, i.e. printers, photocopiers and computer monitors should be switched off overnight;
- If PCs are left during the day, ensure the monitor is switched off when staff are away from desks for long periods of time (i.e. during meetings, lunchtimes, etc.); the monitor alone consumes over two-thirds of the total amount of energy used by a PC;
- Ensure computers automatically power down into hibernation/sleep mode when not used for a set period of time.

## Lighting

- Make the most of natural light by keeping windows clean and free of obstructions;
- Ensure all lights in unused spaces are turned off when not in use;
- Use light sensors to turn off lights when there is no movement in the office;
- Use energy efficient bulbs where appropriate;
- Ensure the last person in the office turns off all lights before leaving.

## 7. Procurement policy

In general, when procuring goods and services for the office, NICCY aims to follow the principles below:

- When buying replacement equipment such as printers, photocopiers and fax machines, choose duplex models that will automatically print on both sides of the paper at sufficiently fast speeds;
- Ensure that all machines have the capacity to handle recycled paper comprising one hundred per cent post-consumer waste;
- Choose models which have low energy use and an energy saving facility;
- Repair equipment before replacement; planning long-term maintenance needs for repairs, servicing and electrical appliance testing – this is done on an annual basis, thus extending the lifetime of office equipment;
- Buying recycled goods, such as recycled notepads;

- Avoiding disposable desk items such as one of use items as this will also minimise waste and reduce costs.

## 8. Transport Policy

Vehicle exhaust emissions are a major source of air pollution worldwide. Twenty-two per cent of carbon dioxide, a major contributor to global warming, originates from transport. Emissions levels are dependent on vehicle technology and the state of maintenance of the vehicle. Other factors, such as driving style, driving conditions and ambient temperature also affect emissions.

### Green transport tips

- Use telephone conferencing for long-distance meetings, where possible;
- Use public transport, where possible and practicable, for business travel;
- Encourage staff to walk/cycle to work (cycling for fifteen minutes a day reduces the risk of heart attack by fifty per cent);
- Promote NICCY's Cycle to Work scheme;
- Car share where possible.