

# Path Environmental Policy

## Definition

An Environmental policy is about the commitment of an organization to the laws, regulations, and other policy mechanisms concerning environmental issues and sustainability. Environment refers to physical environment, but can also take into consideration the social dimension (quality of life, health) and an economic dimension (resource management, biodiversity). Thus, this environmental policy focuses on problems arising from human impact on the environment.

## Policy statement

Path believes that businesses are responsible for achieving good environmental practice and operating in a sustainable manner. Path is therefore committed to continuous improvement in managing our environmental impact, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

The Environmental Policy covers all aspects of Paths operations, from good housekeeping measures such as using both sides of office paper prior to recycling, to ensuring that investments made are environmentally sound. This policy also commits us to promoting suppliers and services that adhere to environmentally sound ways of operating.

All staff have access to this Environmental Policy through the policy folder on the G:Drive. The Environmental Policy should be regularly referred to in decision-making through team and staff meetings that involve the 3Rs: Reduce, Re-use and Recycle. It is to be included during the induction of new staff, board members and volunteers.

## Principles

Path practises the principles of the **3Rs**:

1. **Reduce** waste where possible by thinking about what we buy and how we use it.
2. **Reuse** wherever possible by trying to find a second life for items especially paper and office stationery.
3. **Recycle** as the least preferred option of the 3Rs.

## Commitments

Our policy is to:

- Wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice.
- Minimise our waste and then reuse or recycle as much of it as possible.
- Minimise energy and water usage in our buildings and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable.
- Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community.
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.

- Assess the environmental impact of any new processes we intend to introduce in advance
- Support and train employees in environmental issues and the environmental effects of their activities, and inform their own actions and those of others
- Promote environmental awareness and responsibility amongst people using Path's services.

### Specific Commitments

- Use of 'scrap paper', such as for taking messages; Path will have a nominated person (Admin Asst) who has the responsibility to recycle paper, cardboard, toner cartridges and inkjets.
- If office furniture or IT equipment is being replaced then Path will seek to have those items reused or recycled.
- Scrap paper will be used for writing notes or draft copies of documents.
- Envelopes and packaging will be reused where possible.
- Non-essential documents and emails will not be printed.
- We will annually review which internal documents and external publications are essential; if they are not they will be cancelled (or not re-ordered), thus reducing waste and saving money.
- We will endeavour to avoid disposable cups and food packaging bought for events.
- We will ensure all printing and photocopying is done on double-sided paper.

### **Recycled paper**

Path will buy recycled or sustainably grown paper. We will endeavour switching all publications and general office papers to 100% post-consumer waste recycled papers, any additional purchasing costs will be balanced against reduced consumption.

### **Fair Trade**

Path will seek to purchase fair traded and environmentally sound goods. When catering for events, tea and coffee should be fair-traded.

### **Travel**

Path will promote the use of cycling and walking as the main means of travel to local meetings. We will also encourage the use of public transport for the majority of journeys. For journeys requiring car use, sharing will be encouraged.

### **Energy**

Path will seek to minimise the use of energy in its activities. Over time electric light bulbs will be replaced with those that are more energy efficient. Lights and equipment will be switched on only when needed and not out of routine. Heating will be kept to a minimum and checked to ensure it is not set too high, thereby promoting the need to open windows.

### Availability

Path aims to:

- make the policy available on request
- ask new and existing employees to read a copy of the policy

### Implementing, monitoring and reviewing this policy

Path is committed to:

- having an implementation plan which is progressed and reviewed
- discussing this policy and its implementation with staff and clients
- setting and reviewing targets
- addressing within that very practical issues, such as disposal or re-use of waste items

Other relevant policies

- Health & Safety policy
- Worker expenses (re transport).

Name: Mike Taylor (Director)

Signed: 

Date: 13/11/2014  
13/12/18

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| Date Policy reviewed  | Dec 2018 |
| Date of (next) review | Dec 2021 |
| Review by             | Director |