

Environmental Policy

The Environmental Policy aims to outline measures Cambridge Council for Voluntary Service will take to manage the environmental impacts of how we operate. This will include how we reduce, reuse and recycle office waste within the organisation, how we reduce our carbon Footprint, and also our policy on purchasing and awarding tenders to organisations.

Policy Statement

Cambridge Council for Voluntary Service will:

- Aim to minimise the use of all materials, supplies and energy used by the organisation
- Work with tenants to reduce energy use within CCVS building.
- Have in place and follow an Environmental Action Plan.
- Minimise waste produced in all areas of the organisation, reuse and recycle waste where possible, and aim for waste-free processes
- Sign the Cambridge Climate Change Charter to record, share and reduce the organisations carbon emissions.
- Publicise our environmental position and encourage others we work with to adopt similar environmental policies
- Aim to include environmental and ethical considerations in purchasing and tendering out services
- Minimise the need to travel by car
- Have a nominated Green Champion.

Waste reduction

- Use of both sides of paper wherever possible
- Effective use of IT (including e-mail) to prevent unnecessary printing and duplication (adjusting font sizes and margins to allow documents to fit onto one piece of paper, print preview prior to printing, thorough proofing of large print-runs before printing).
- Provision of proper cutlery and crockery for use by staff and visitors in preference to disposables.
- Minimise printing of meeting papers where possible.
- Work towards becoming a paperless organisation.

Waste reuse

- Purchase of second-hand furniture and similar items whenever feasible
- Saving and reusing envelopes where possible
- Printing draft documents on the back of paper which has already been used on one side

Recycling

- Recycling all materials where local facilities (free or otherwise) exist
- Collecting toners and cartridges for remanufacturing
- Recycling, gifting or repurposing furniture and other items as much as possible

Energy and water consumption

- Use of low energy light bulbs
- Use of power-down features on electronic equipment
- Switching off equipment at the mains when not in use.
- Turning off lights and heaters when not needed, and use of adequate insulation
- Use of primary fuels over secondary fuels
- Use of rechargeable batteries in preference to non-rechargeables
- Responsible use of water with minimal wastage

Purchasing

- Purchase of products containing recycled material for office use
- Purchase of remanufactured toner cartridges where possible
- Buying in bulk to reduce packaging waste
- Buying in returnable and refillable containers where possible and appropriate.
- Specifying the use of proper crockery and cutlery, milk jugs rather than individual portions, and other reduction and reuse measures at conferences, seminars and events.
- Purchase of environmentally friendlier goods where such information exists, for example avoidance of over-processed goods or those unnecessarily bleached or dyed
- Using environmentally friendly software where this is an option.

General office environment

- Maintaining the office as a pleasant and effective working space
- Encouraging the use of plants (and the proper care of these), especially those which are good at absorbing emissions from printers
- Carrying out an annual office tidy-out and waste amnesty
- Regularly servicing all office machinery to maintain optimum operating efficiency and longevity.

- Encouraging cleaning staff to use cleaning products which do not present a problem to humans or the environment, are biodegradable, do not contain harmful solvents or propellants and have not been tested on animals.

Working from home

- Provide staff with information on how to record their carbon footprint and reduce environmental impact when working from home.
- Encourage energy saving methods such as turning the thermostat down a setting, unplugging devices, making the most of natural light and using energy saving light bulbs.

Green Travel

- Look at alternative ways of travelling to meetings such as car sharing
- Encourage staff, volunteers and participants to choose lower-impact travel alternatives, like cycling and public transport
- Organise meetings/events in a central location accessible by different forms of transport
- Set up meetings in one location on same day to minimise travel and improve use of time
- Provide a mileage allowance for staff, trustees and volunteers cycling on CCVS business

Meetings

- Minimise meetings to avoid travel
- Increasing the number of online meetings and training sessions.

Environmental Action Plan

	Action	Target completion date	Notes
Internal	Take monthly electric meter readings at the office and record in a spreadsheet	Start Dec-21 then ongoing	Analyse consumption against previous months, annual consumption can be use to calculate carbon footprint. Will have meetings with tenants to share results and aims.
	Investigating funding streams to create resource for community groups	Apr-22	Collate options and share via the fundraising network
	Calculate Carbon Footprint of the office and building as a whole.	Dec-22	This will be possible once a years worth of data has been collected. Work out a percentage from over all data.
	Calculate Carbon Footprint for employees working from home by providing staff with survey	Jan-22	https://bulb.co.uk/blog/how-to-measure-the-carbon-impact-of-working-from-home
	Reduce and reuse paper use as far as possible	Ongoing	Wont replace printer for time being, use printing companies with sustainable standards, order recycled stationary
	Have a designated, trained Environment Champion in the staff team	Ongoing	
	Volunteering days	Ongoing - aim for annual participation	Enable staff to take an annual volunteer day that has a positive environmental impact, links to wellbeing

	Action	Target completion date	Notes
Internal	Implement staff awareness campaign to support reduction of carbon footprint wfh & in office	Ongoing	Slack channel to share ideas, events, campaigns, reading, pledges, lunch club (food waste reduction)
	Reduce travel emissions through continued remote working and enabling use of public transport, walking & bikes.	Ongoing - raise awareness of bike to work scheme by April 22	Offer bike to work scheme. Provide storage for cycling equipment at the office. Lobby for covered bike racks.
	Ensure ethical investing through pension provider	Ongoing	Currently use Nest Ethical Fund. Plan to continue use and keep under review.
	Review of material purchases to ensure renewable, non chemical based options are used.	Complete Dec-21. Review annually.	Recycled technology. Bamboo Toilet Roll. Refillable, non-chemical based cleaning products.
	Review of office consumables to ensure ethical and local purchases.	Complete Dec-21. Review annually.	Coffee, tea, milk to be organic, Fairtrade and locally sourced whenever possible.
	Carry out annual audit of facilities in offices to ensure energy efficient	Apr-22.	Kettles, lights, printers, fridges, heating. Depends on office use but can be done with tenants.
	Reuse and repurpose IT equipment. Reduce the need for devices through online technology.	Ongoing.	Laptops, phones, keyboards etc.
	Increase plants in the office and allocate plant care-takers		Dependent on use of office

Date Reviewed Jan 2022

Next review Jan 2024

	Action	Target completion date	Notes
External	Organise bi-annual meetings with tenants to collect ideas & feedback on building energy use.	Jan/Feb 22	Send out email to gauge interest Jan 2022
	Host green themed events for CCVS members.	Apr-23	Themes; Signing the Carbon Charter, Shrink your Carbon Footprint Workshop
	Develop a range of good practice guidance.	Ongoing	Templates for Environmental Policies. Templates for Action Plans. Where groups can go for support and advice. Will investigate whether funding can support this.
	Champion environment topics and days via website, social media, newsletter including photo competition	Dec-23	x4 Case Studies of members X2 blogs.
	Attend and contribute to City and County forums and consultation meetings on environmental planning	Ongoing	
	Support members in reviewing their environmental impact and enacting change	Ongoing	Signpost to Investors in the Environment and Cambridge Carbon Footprint. Record interest from members.
	When hosting events only use reusable crockery and offer vegetarian food	Ongoing	
	Build connections with existing environmental advice organisations	Collate by April 22 then add to on an ongoing basis.	

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