

## Environmental Policy

### 1. Introduction

This organisation is a third sector organisation, operating from a site located at 1 Neasham Drive, Lenzie, G66 3FA. We recognise our operations result in emissions to air and water, and generates waste. It is our aim to comply with legislation and other requirements, continue to reduce the environmental impacts of our business and operate in an environmentally responsible manner. This policy describes how we will achieve our aim.

This document does not form part of a contract of employment and may be changed from time to time in line with current best practice and statutory requirements and to ensure business needs are met. Staff will be consulted and advised of any changes as far in advance as possible of the change being made, unless the change is required by law.

### 2. Policy Aims

The organisation will:

- make efficient use of natural resources by conserving energy and water, minimising waste and recycling where possible
- meet our duty of care requirements in relation to waste by ensuring the safe keeping and disposal of waste through local authority or reputable waste disposal contractors
- use recycled materials whenever possible
- keep transport use to a minimum and regularly service vehicles to maintain their efficiency
- work with suppliers to ensure they recognise and reduce the environmental impact of their products and transportation
- include environmental considerations in investment decisions for new equipment or working practices
- inform and train all staff of the organisation's environmental objectives and how they can assist in meeting targets
- use the most environmentally friendly cleaning products whenever possible

### 3. Responsibilities

This environmental policy applies to all of our operations including management, office services, site operations, and procurement. Chief Executive has overall responsibility for ensuring sufficient resources are made available to enable the business to achieve our environmental objectives and targets and that the policy is implemented.

Senior Management has the day to day responsibility for ensuring the requirements of this policy are being followed and for monitoring the effectiveness of the objectives.

However, all staff have a responsibility in their area to ensure the aims and objectives of the policy are met.

#### **4. Targets**

To achieve our aims, we have set ourselves the following targets:

- reduce vehicle emissions to air by the scheduling of work to reduce mileage including homeworking wherever possible
- reduce the generation of general and hazardous wastes
- recycle as much paper, cardboard, plastic and metal waste generated in the office as possible
- reduce paper usage by increasing the use of e-mail and electronic documentation
- reduce energy consumption by monitoring energy usage and training staff on basic housekeeping

#### **5. Data Protection Act 2018**

The organisation will treat all personal data in line with obligations under the current data protection regulations.