

**Environmental Policy**

<b>Date approved by the Connected Together CIC Board</b>	Ratified by CIC Board 28/06/2022
<b>Author/Responsible Person</b>	Michelle Wright
<b>Next revision due</b>	June 2025
<b>Staff/volunteer training delivered</b>	Included in staff and volunteer induction and referred to as part of everyday practice
<b>Date sent to staff</b>	06/07/2022
	This policy covers Connected Together CIC and <i>all</i> its contracts and managed organisations, for example Healthwatch North Northamptonshire and West Northamptonshire (HWNW) and Healthwatch Rutland (HWR).
<b>Checked for rebranding</b>	Michelle Wright - 05/04/2022
<b>Signed off by CEO</b>	Kate Holt - 08/04/2022
<b>Checked By</b>	Catherine Maryon (CTCIC Director) - 11/05/2022

## **Connected CIC Environmental Policy GOOD TO GO!**

### **Purpose**

- Connected CIC (CTCIC) recognises the many and increasing threats to the environment and wishes to play its part in developing a sustainable society.
- CTCIC recognises that under environmental legislation it has responsibility and accountability for its impacts on the environment created (both directly and indirectly) by our operations, services, and activities.

### **Organisation and Responsibilities**

Responsibility for ensuring the provision and implementation of this Policy will rest with CTCIC's Chief Executive. The Chief Executive will ensure that the Board of Connected Together CIC agrees an Environmental Policy that:

- Directly relates to the environmental impacts of the organisation's activities, products, and services
- Considers the nature and magnitude of all such environmental impacts
- Considers the continual development cycle and standards outlined in the BS ISO 14001 Environmental Management Standards
- Commits CTCIC to take all reasonable steps to prevent pollution
- Commits the organisation to continually seek improvements
- Commits the organisation to compliance with applicable environmental legislation, regulations, and all other relevant requirements to which the organisation may subscribe

CTCIC 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.

In addition, CTCIC 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

### **Environmental Policy Statement**

CTCIC 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.

It is CTCIC's objective to operate with, and to maintain good relations with all regulatory bodies, and to carry out all measures reasonably practicable to facilitate the ability to continually improve environmental performance.

We will:

- Regularly 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
- 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
- Raise awareness and 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
- Commitments in relation to the main areas where the organisation has significant environmental impacts are:
  - 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 public, employees, and volunteers from any CTCIC 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.

## **Planning and Implementation**

### **Awareness Raising**

CTCIC 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**

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

### **Reducing Transport Pollution**

Wherever possible, CTCIC will:

- Encourage staff and volunteers to share cars or use public transport to attend meetings and events
- Use virtual meetings as appropriate 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**

CTCIC will encourage efficiency including:

- 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**

CTCIC will:

- Recycle all wastepaper, 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**

- 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.