2021/22 | **Environmental Policy**

Clean Slate Policies

ENVIRONMENTAL POLICY

Clean Slate recognises that our operations influence the local, regional, and global environment. Consequently, the management are committed to seeking continuous improvement in environmental performance. Environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of performance.

This policy will be communicated to all new staff and volunteers at induction and will be reviewed at least annually by the Senior Management Team and ratified by the Trustee Board.

Transport	• Encouragement to use public transport, or walking/cycling whenever possible both for work at our premises and for external meetings • Sharing cars on business journeys when possible.
Energy	We seek to influence total usage and control by: • Keeping the office temperature at the lowest comfortable level. • Ensuring that all workstations, printers, scanners, and additional hardware are switched off when not in use. • Using rechargeable batteries for all mobile appliances.
It is our intention, when we are in a position to do so, to utilise wherever possible inbuilt environmental measures such as automatic activation and extinguishing of lights by movement sensors, individual thermostats on all radiators and automatic door closers. Meanwhile we monitor and frequently remind staff and fellow tenants of the need to extinguish unnecessary lights and keep external doors closed to conserve heat.	
Waste Minimisation and Recycling	• Electronic communication wherever possible, using paper and other hard media only where strictly necessary. • Staff are encouraged to print only on a needed basis. • Clean Slate uses environmentally friendly paper where possible. • Double sided copying is encouraged to reduce paper consumption. • We operate a strict recycling policy re-using all paper and then recycling it. Additionally, redundant paper products such as envelopes and packaging are sent for recycling. • All toner and printer cartridges are recycled. • Redundant hardware is recycled for use elsewhere.
General	• We seek to obtain goods and services locally to the point of user wherever possible to contain the use of energy in the supply chain. • Ensure that all employees and volunteers know and understand the policy and what is expected of them. • The Chapel Building is a totally non-smoking environment. • As an Organisation, we seek to promote environmental management policies and practices among the groups and communities we serve.

Environmental Purchasing Guidelines	Clean Slate recognises that it has a responsibility to ensure that, wherever possible, purchasing decisions by Staff, volunteers and Trustees do not contribute to or support practices which harm the environment. This can make it difficult to choose which goods and services to buy. **Questions to think about before ordering a product or service:** • Could an existing item be reused or repaired instead of buying a new one? • Could an item be shared between more than one user or project? • Could consumption of an item be reduced to make it last longer? • Could the specification be reduced to use fewer resources? • Could the item be purchased second hand? • Is the item durable, reusable, and recyclable if possible? • Is the item manufactured from renewable or recyclable materials [or a high proportion]? • Is the product free of toxic and environmentally damaging materials? • Can the product be bought from a local producer to save transport? • Is the product disposable in an environmentally sound matter?
Minimising Use of Resources and Recycling	 The key to the practical application of sustainable development in an office situation is to minimise resource use, reuse not throw away and finally recycle. A. **Paper -** Wherever possible, paper products should be recycled and chlorine free B. **Other Office Materials** Other office materials such as ring binders, lever arch files etc. should be reused. C. **Recycling** Paper should be sent for recycling unless it contains personal data in which case it should be shredded. D. **Energy Conservation** All lights and computer equipment should be turned off when leaving the office empty. E. **Water Usage** Water taps should be turned off fully after use.

Version	Date	Approved by
1.0	02/02/2021	Nadia Brown - Project Manager