



# ENVIRONMENTAL POLICY

Volunteer Now/Volunteer Now Enterprises Ltd



# Environmental Policy

## Introduction

Volunteer Now/Volunteer Now Enterprises Ltd, which will be referred to as VN/VNE throughout this policy, recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our operations. We will regularly review our progress in this area and will encourage our partners and suppliers to do the same.

## Policy Statement and Scope

This policy aims to set out VN/VNE's policy on improving our impact on the environment. It addresses the following issues:

- Comply with and exceed all relevant regulatory requirements
- Continually monitor and improve our environmental performance
- Continually reduce environmental impacts
- Incorporate environmental factors into organisational planning and delivery
- Increase employee awareness and training.

The policy applies to all VN/VNE staff, including full-time, part-time, permanent and fixed term.

This policy does not form part of the employee terms and conditions of employment and VN/VNE reserves a right to amend the policy at any time.

## Activities Covered

- ❖ **Paper:** We will minimize our use of paper e.g. by encouraging digital copies where possible, using 2-sided printing.
- ❖ **Recycling:** We will maximise the use of recycled materials and recycle as much as possible, making all staff aware of how and what to recycle.
- ❖ **Energy and Water:** We will seek to be as efficient as possible with our energy and water consumption.
- ❖ **Responsible purchasing:** We will favour more environmentally friendly and efficient products wherever possible and only purchase what we need to deliver our work. We will seek to purchase locally where possible and consider suppliers' environmental sustainability.
- ❖ **Travel:** We will promote the use of travel alternatives such as video conferencing and make additional efforts to accommodate people using public transport. We will keep travel to a minimum when and where possible, while still continuing to deliver our services. VN/VNE recognises some travel by car for work purposes will always be essential.
- ❖ **Maintenance and cleaning:** We will dispose of our waste using licensed and appropriate organisations. Our cleaning materials will be as environmentally friendly as possible.
- ❖ **Staff engagement and training:** We will raise awareness through engagement and train employees on environmental issues.

## Annual Action Plan

Each Year, Volunteer Now will put in place and Environmental Improvement Action Plan and we will monitor our performance in delivering it. The current Action Plan is included at **Appendix 1**.

The plan will be reviewed regularly by the Environmental Working Group and Leadership Team.

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## Appendix 1 - Action Plan

Action	Target Date	Responsibility
<b>Communication</b>		
Put in place processes to ensure members and customers are aware of environmental policy. E.g. email footer, joining instructions for training or meetings, section on website		
Review plans for promotional materials/activities to make sure the environmental impact is reduced.		
Use technology instead of leaflets for promotion e.g. taking photo of QR code.		
<b>Paper/Printing</b>		
To benchmark the amount of paper used		
To email training materials and meeting papers instead of printing.		
To ensure that recycled paper or paper from well managed forests is purchased		
Only print the amount needed if printing is necessary.		
Keep a box for scrap paper in offices for notes (old pieces of used paper with non-confidential content that can be re-used).		
Investigate use of QR codes instead of leaflets at some events, where appropriate.		
Consider adding statement to newsletters, e.g. please recycle this newsletter when you are finished with it.		
<b>Recycling</b>		
To ensure that recycling facilities are in place in each office and staff are clear about what can be recycled and where.		
Explore use of food waste recycling bins in offices.		
<b>Energy and water</b>		
Do not leave things on standby, turn off appliances not in use.		
Implement 'bed-time routine' for all offices to ensure everything relevant is switched off.		
<b>Responsible Purchasing</b>		
Add question to purchase order form/tender processes to assess sustainability of suppliers/products.		
Endeavour to buy promotional materials which are sustainable, recyclable or use recycled content.		
Review uniform for events to ensure as sustainable as possible.		

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Consider sustainability issues in provision of Tea/coffee/food for meetings, e.g. suppliers, packaging.		
Consider purchase of reconditioned devices when procuring new IT/telephones.		
<b>Travel</b>		
Benchmark travel for work which is taking place		
Review video conferencing arrangements in each office.		
Offer and encourage car sharing for staff meetings, e.g. increased mileage amount.		
Encourage activities where public transport is available.		
Investigate cycle to work schemes.		
Support all staff in continued use of hybrid working and online meetings.		
<b>Maintenance and Cleaning</b>		
Review cleaning products in use to see if a more environmentally friendly alternative is available.		
Consider use of plastic-free or degradable wipes.		
<b>Staff Engagement and Training</b>		
Consult staff about this draft policy.		
Provide awareness raising session with staff and communicate what we are doing.		
Procure environmental training for staff.		
Staff volunteering days involving environmental causes.		
Discuss ideas at staff days or team meetings.		
<b>Other</b>		
Look at possibility of removing individual bins in offices and having shared general waste bins.		
Look at possible environmental awards/standards VN/VNE could apply for.		
Use of plants in offices.		
<b>Monitoring</b>		
Monitor implementation six monthly in line with Operational Plan.		