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## Environmental Policy

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Author: Graham Bromley

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*Marsh Street Arches and Garden CIC recognise that our operations have an effect on the local, regional and global environment and 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 business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same. As a consequence of this, Marsh Street Arches and Garden CIC are committed to continuous improvements in environmental performance and the prevention of pollution.*

Therefore our policy is to:

Comply with all relevant regulatory requirements.  
Continually improve and monitor environmental performance.  
Continually improve and reduce environmental impacts.  
Incorporate environmental factors into business decisions.  
Increase employee awareness and training.

**Paper:**

We will minimise the use of paper in the office.  
We will reduce packaging as much as possible.  
We will seek to buy recycled and recyclable paper products.  
We will reuse and recycle all paper where possible.

**Energy and Water:**

We will manage energy and water usage wisely.  
We will seek to reduce the amount of energy used as much as possible.  
Lights and electrical equipment will be switched off when not in use.  
Heating will be adjusted with energy consumption in mind.  
Energy consumption and efficiency of new products will be taken into account when purchasing.

**Office Supplies:**

We will evaluate if the need can be met in another way.  
We will evaluate if renting/sharing is an option before purchasing equipment.  
We will evaluate the environmental impact of any new products we intend to purchase.  
We will seek to buy more environmentally friendly and efficient products.

## **Recycling:**

The company maintains that a primary part of its corporate environmental strategy is sustainable waste management and as such recognises its responsibilities to recycle materials wherever possible.

We will re-use and repair by using re-usable products wherever possible  
We will separate waste materials and supplies by the appropriate type for safe disposal.

## **Transportation:**

In recognition of the dual benefits in reduced fuel consumption and lower exhaust emissions we will:

Reduce the need to travel, restricting to necessity trips only.  
Promote the use of cycles and walking as a means of travel to local meetings.  
Promote the use of travel alternatives such as e-mail or video/phone conferencing.  
Make additional efforts to accommodate the needs of those using public transport or bicycles.  
Promote the use of car sharing.

## **Maintenance and Cleaning:**

Cleaning materials will be as environmentally friendly as possible.  
Materials used in office refurbishment will be as environmentally friendly as possible.  
Pursue regular programmes of maintenance and repair in order to maintain energy efficiency as well as reduction of harmful emissions to atmosphere, using solar power whenever possible.

## **Disposal of waste:**

We will minimise waste and whenever possible recycle materials.  
We will dispose of waste through safe and responsible methods.  
We will only use licensed and appropriate organisations to dispose of waste.  
We will comply with the Environmental Protection Act 1990.

## **Culture:**

We will involve volunteers and paid staff in the implementation of this policy.  
We will update this policy in consultation with staff and other stakeholders where necessary.  
We will provide volunteers and staff with relevant environmental training.  
We will use local labour and materials where available to reduce CO<sub>2</sub> and help the community.

## Monitoring and Improvement:

We will conduct an annual self-evaluation of our performance.

We will continually improve and monitor environmental performance.

We will continually improve and reduce environmental impacts.

We will incorporate environmental factors into business decisions.

We will monitor all aspects of the policy as an ongoing practice.

## Management system:

*The "management system" refers to what we will do to manage our processes, or activities.*

ASPECT	OBJECTIVE	MONITORING AND MEASUREMENT
Travel	Where possible journeys by volunteers and members of staff, by value, will be by public transport (train, tram, bus, taxi and ferry), walking or cycling or use of car share.	Measured by value of expenditure on travel Monitored through travel expenses on an annual basis.
Energy consumption	Office premises will use low energy light bulbs. For office equipment of similar price and performance, we will purchase the most energy efficient.	Annual reporting by individual volunteers and members of staff
Paper consumption	Reduction in total paper consumption per volunteer/member of staff by 5% per annum. All direct paper consumption will be on 100% post consumer recycled paper.	Annual reporting by Finance and Admin Manager and individual members of staff
Waste	All waste office paper and toner cartridges will be recycled. All redundant office equipment will be sold or donated for reuse, or recycled. New printers will be selected that enable duplex printing and minimise consumption of toner cartridges.	Annual reporting by Finance and Admin Manager and individual members of staff

Table reference:

**EMAS** - The Eco-management and audit scheme (European Standard)

**ISO 14001** - The International Organization for Standardization scheme (International Standard)

*The Marsh Street Arches and Garden Community Interest Company recognises that the effective implementation of the policy represents an opportunity to minimise environmental risks and impacts.*

*The implementation of this policy will be the responsibility of the Marsh Street Arches and Garden Community Interest Company Management Committee.*

*The Management Committee will review and develop the policy on an annual basis, setting out progress and putting forward priorities for the future.*

*Date:*

*Signed:*

*Graham Bromley  
Project Coordinator  
Marsh Street Arches and Garden Community Interest Company*