

# Cardiff Third Sector Council

Your local county voluntary council

## 2. Running your organisation

### 2.15 Environmental policy



## What is an Environmental Policy?

An Environmental Policy (also known as a Green Policy or Sustainability Policy) is a written statement, which acts as a “window” into your organisation’s environmental intentions and principles in relation to managing the environmental impacts of its operations. It demonstrates a commitment and provides the starting point for all future environmental improvements. It will typically form part of a larger Environmental Management System (EMS), which will include:

- Measurable **objectives** that you hope to achieve
- **Action points** - the practical steps you will take to meet the objectives
- Identified **Indicators** that will be used to measure the success of the policy
- A time-table for **monitoring and review**.

Being sustainable involves a commitment to balance the economic, social and environmental impact of whatever we do.

## Why have an Environmental Policy?

An Environmental Policy not only demonstrates publicly that you as an organisation are taking your impact on the environment seriously but internally some measures could also save you money. Having a Green Policy in place may be a requirement for some funding bodies.

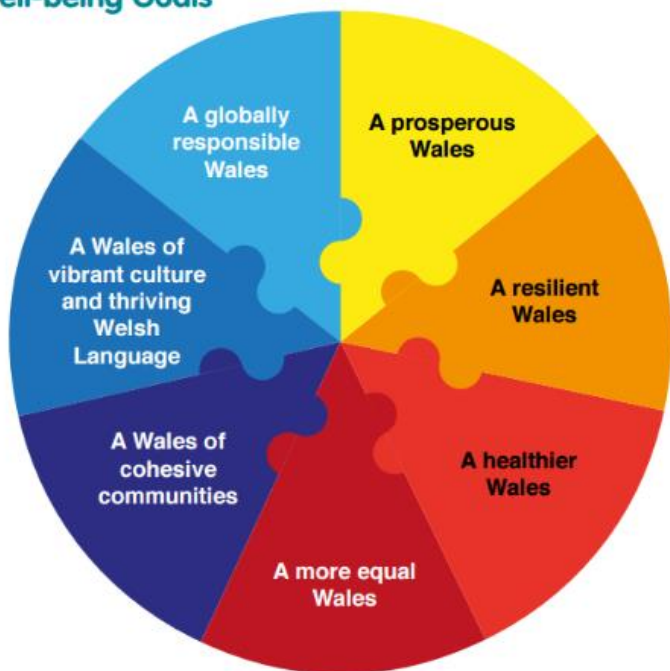
It will also demonstrate that your organisation is contributing towards sustainable development as set out in the Well-Being of Future Generations (Wales) Act (2016).

The Well-being of Future Generations (Wales) Act sets out a new way of working for public bodies in Wales to help ensure that the actions they take to improve quality of life today do not deprive those living in the future of the resources needed to achieve the same quality of life tomorrow. This is referred to as ‘sustainable development’, which is defined as ‘seeking to ensure that the needs of the present are met without compromising the ability of future generations to also meet their needs.’

The Act also requires public bodies to work towards seven inter-related goals to improve our social, economic, environmental and cultural well-being, now and for the future.

Every group or organisation can contribute to these goals

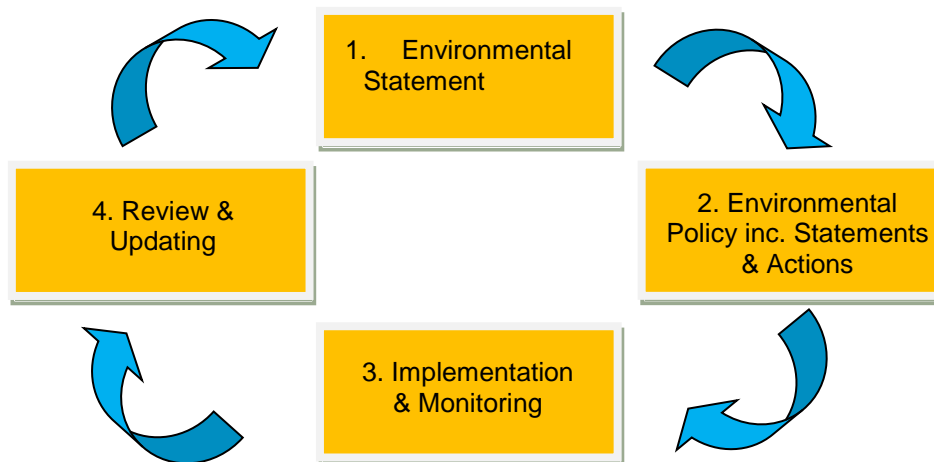
### Well-being Goals



- Making Space for Nature and Greening your Organisation can help towards the goal of a resilient Wales of healthy functioning ecosystems
- Providing healthy eating options at meetings and encouraging staff and volunteers to take walks can contribute to a healthier Wales
- Robust Equality and Diversity policies and a Welsh Language scheme will demonstrate a contribution towards a more equal Wales and a Wales of vibrant culture and thriving Welsh Language
- Fair Trade or ethical purchasing policies and a commitment to act on climate change can help towards a Globally Responsible Wales

A robust Environmental Policy will help demonstrate to the public, funders and other stakeholders that your organisation understands these goals and the part they play in sustainable development and is committed to working towards them.

### Environmental Policy Cycle



## Reviewing current practice

Before developing a policy it is important to ask, 'Where is the organisation now?' and 'Where does it want to go?' Your organisation's existing policies and activities need to be audited for its present environmental impact. This will help to determine what needs to be covered by your policy and where improvements can be made. It is important that this review is done with the organisation as a whole so that you have support and understanding of everyone in working towards an effective Environmental Policy.

## What should an Environmental Policy contain?

The policy is an agreed baseline and will be different for every organisation. It is not appropriate to adopt a policy off the shelf - the following notes provide a starting point for a discussion about what a policy and action plan might include. Every organisation can do something positive towards creating a healthier environment. Concentrating on something that can be done straight away, however small, is a good starting point. It makes an impact, creates confidence, and engenders support.

There is no standard content for an Environmental Policy, although as a rule the policy should fulfil the following requirements:

- Introduce the organisation
- Provide a commitment for continual environmental improvement
- State a commitment to compliance with relevant environmental legislation as a minimum level of performance.
- Give a commitment to prevention of pollution
- Address the specific impacts of the company, these could include:
  - Transport
  - Recycling of packaging materials
  - Minimising waste
  - Efficient use of water and energy
  - Use of biodegradable chemicals
  - Minimising use of solvents and lead-based paints
  - Use of timber from sustainable (managed) forests
  - Procedures to minimise noise disturbance to neighbours
  - Phasing out of CFCs and ozone-depleting substances.
- Remain specific to the size and nature of operations of the company
- Provide a framework for reviewing environmental objectives
- Communicated to all relevant parties internally and externally
- Continue to be a working document with periodic (usually annually) reviews to reflect environmental performance

An environmental policy is on most occasions a concise single page document therefore making it quick and easy to read.

## Opening Statement

Your policy should start with a statement that acknowledges that your activities have an impact on the environment and demonstrates the commitment the organisation is making towards developing and putting into action an environmental policy. For example:

*<Name of Organisation> recognises that our work may have a direct or indirect effect on the local, regional and global environment. We are committed to reducing any harmful effects on the environment and promoting the understanding of sustainability in its broadest context.*

You might find it helpful to think about the detail of your policy and action plan under different headings such as:

## Waste reduction

It is most effective to minimise waste at source. Think about disposal of a product before you make a purchase.

*Possible action points:* Buy reusable, refillable or recyclable products; avoid using disposable items such as plastic plates, cutlery and cups; look for products made from recycled materials (purchasing recycled goods ensures the economic viability of recycling and helps create markets for collected materials).

## Purchasing

All purchasing decisions should take account of the environmental factors involved in production, use and disposal of the product. Do you need to buy new? Could you borrow or share with another organisation?

*Possible action points:* Buy recycled and recyclable products; shop locally where possible; check if there is a fair trade option; buy eco-friendly cleaning products.

## Energy and water saving

Energy production consumes valuable non-renewable resources and causes massive pollution.

*Possible action points for energy efficiency:* switch to green electricity suppliers; switch lights off wherever possible; use energy efficient light bulbs; use electrical equipment efficiently and ensure radiators have adjustable controls.

*Possible action points for water efficiency:* install water saving devices in toilet cisterns; regularly check for leaky taps, pipes and toilets and repair immediately.

## Travel

Your environment policy could aim to reduce the impact of vehicle emissions by encouraging the application of sustainable principles to travelling and arranging meetings.

*Possible action points:* promote public transport, cycling or walking as the preferred form of transport for staff and volunteers; introduce extra allowances for those using alternative travel; car share where possible; use audio conferencing; work from home if appropriate.

For each section consider appropriate **policy, objective(s), action points** and **indicators**. For example:

<b>Waste Reduction</b>	
<b>Policy</b>	[Name of organisation] will reduce the amount of waste generated by reusing and recycling
<b>Objective</b>	To reduce waste generated by [name of organisation] by 10% by [target date]
<b>Action points</b>	Reduce consumption of materials; Reuse products where possible; Use refillable products where possible
<b>Indicators</b>	Amount of waste collected by the cleaners and recycling company Number of refuse bags purchased by [name of organisation]

## Where to begin?

Spend a few moments thinking about your organisation, consider:

- The environmental impacts of your organisation
- How you would like to improve your environmental impact?
- What is practical for your company to achieve?

## Allocate responsibility for:

- Drafting the policy
- Reviewing the policy
- Approving and signing the policy (the policy must be approved by the most senior level in your organisation).

Remember, that to be really effective, your policy must be understood and accepted by *all* employees. Think about how employees can provide their input e.g. set up a team to develop the policy which includes management and employees, organise a meeting with employees to discuss the policy, ask different employees on an individual basis what they think.

## Disclaimer

The information provided in this sheet is intended for guidance only. It is not a substitute for professional advice and we cannot accept any responsibility for loss occasioned as a result of any person acting or refraining from acting upon it.

### For further information contact

**Cardiff Third Sector Council**

*Baltic House, Mount Stuart Square, Cardiff, CF10 5FH*

**Registered Charity:** 1068623

**Tel:** 029 2048 5722

enquiries@c3sc.org.uk

**Fax:** 029 2046 4196

www.c3sc.org.uk

Produced by WCVA, County Voluntary Councils and Volunteer Centres.

**Last Updated:** 31/01/2017



Tel: 0300 111 0124  
www.wcva.org.uk