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Sustainability Policy September 2021-2022	
AIM:	To provide clear direction to staff and others about expected codes of behaviour in relation to the Environment and Sustainability
NAMED STAFF/PERSONNEL WITH SPECIFIC RESPONSIBILITY FOR THE ENVIRONMENT & SUSTAINABILITY	<ul style="list-style-type: none"> • Lead – Steve Egan • Deputies – Anita McGreevy • Nominated Trustee – Paul Wallace
DISTRIBUTION:	<ul style="list-style-type: none"> • CWP staff, volunteers and learners • Service users • Website
DATE FOR IMPLEMENTATION:	1 st September 2021
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APPROVED BY:	Bill Adams – Chair of Trustees

Sustainability Policy

Introduction

CWP believes that whilst working effectively and economically we should also take whatever steps we can to help protect the environment. We will always comply with the relevant environmental legislation and regulations as the bare minimum. We will strive to surpass these requirements and set our own high standards when there is an opportunity to do so.

We have, therefore, attempted to establish a clear policy on environmental matters and green purchasing. In doing this it has become clear that there is often a tension between what is practically appropriate and what is ideal. For example, ideally, we would commit ourselves to only using rail options when travelling but in practice some aspects of our jobs require us to use flights.

Extreme statements ("CWP will never.....") have therefore been modified. However, the intention behind such modifications should not be misunderstood as indicating either half-heartedness or an excuse for evasion. The guidance recognises that people may have to make an effort to comply with it and intends that the organisation will steadily achieve more.

The general approach of the policy is to lay down broad statements of intention within limitations of both expenditure and quality.

This policy applies to all CWP employees, associates, secondees, agency staff and third parties who undertake activity for and on behalf of CWP. It applies to the goods and services we procure, our direct operations and the services we provide to our customers.

Purpose

To provide an effective framework for realising CWP commitment to protecting and where possible enhancing the environment by reducing environmental impact, preventing pollution, mitigating and adapting to climate change and a low carbon future.

Green purchasing

CWP recognises the impact that purchasing and products has in all areas of the environment and will aim to take positive action in order to minimise negative impacts.

Resources Use and Recycling

CWP will consider purchasing products which can be easily recycled, repaired or re-used after they have been finished with in order to reduce waste going to landfill. Much of modern society is based on assumptions about throwing away material rather than reusing it. CWP is committed to reducing its reliance on items such as non-recycled paper, plastic cups, plates, and spoons.

In addition, CWP will aim to consider products accredited with a recognised environmental standard. For examples of recognised logos and certification that indicate that a product is environmentally friendly click [here](#). Where possible we will give preference to goods that include a percentage of recycled material or are 100% recycled provided that they are available, fit for the purpose and financially practical. When purchasing or specifying supplies or goods, due regards will be given to the realistic recyclability of the product at the end of its useful life.

Packaging

Excess packaging generates large amounts of unnecessary waste, most of which goes to landfill. CWP will aim to purchase products with minimal packaging or purchase packages that can be easily recycled i.e. glass, paper etc.

Where possible CWP will also ensure that suppliers using foam packaging containing CFC's are advised to use alternate packaging materials preferably from recycled material.

Long Life

CWP will consider products which are more durable and do not need to be replaced as frequently in order to reduce the amount of material going to landfill. CWP will seek to use products which will last three or four times longer.

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Energy consumption

CWP will aim to purchase energy efficient products that benefit the environment by using less energy and therefore reducing energy generation.

Transportation of goods

CWP will aim to choose products which have not been transported over long distances in order to reduce the pollution from vehicle exhausts and to help support the local community.

Paper

CWP will only use recycled paper. Photocopying, letterhead and continuation paper can all be obtained on recycled paper and as long as a good quality is maintained CWP is committed to using it.

Staff are expected to be economical in their use of paper, for example; using the back of used paper for writing notes, and wherever possible, using email rather than sending a memo. Where practical printers should be set to double sided printing by default.

Staff should only print downloaded documents if necessary and consider only printing sections that are required. If printing the whole document is necessary staff should consider using where possible re-used paper or printing double sided.

CWP will aim to get quotes for future prints of business cards, leaflets, publications etc to be on recycled paper. Where we successfully use recycled paper for our publications, we will ensure that the artwork states that it is on recycled paper.

In addition, CWP will aim to recycle all their wastepaper. To facilitate recycling, the use of coloured paper and "post it" notes should be kept to a minimum. Many staff at CWP regularly receive magazines, brochures, journals etc which should be recycled where possible once they have been used. To discourage the waste of paper it is a good idea to contact any organisation sending you unwanted mail to ask them to stop.

Cleaning Materials

The organisation is committed to using environmentally friendly cleaning materials. Where we buy such materials ourselves we ensure that they are phosphorus free and have official labels, certification and logos such as BSI Standard, or Blue Angel, a German logo awarded to a variety range of products, and the EC Eco-label, a label which bases its criteria on the products 'major' environmental impacts. If we use contract cleaners it will be a condition of our contract with them that they use only such cleaning materials.

Plastic Cups and Cutlery

Staff are expected to provide their own mug or cup and not to use plastic cups and cutlery. The normal expectation is that mugs or cups will also be provided, and washed up, for visitors. Where this is not appropriate consideration should also be made to use cups and cutlery made from recycled material.

Where major events occur, throw away plates etc. may be appropriate although thought should be given to the opportunity of making an environmental point by reducing the usage of plastic cups and cutlery.

Batteries

The organisation will take positive steps towards eliminating the use of battery driven equipment wherever practical. Where batteries are used, we will, so far as possible in relation to requirements of the machinery, use rechargeable batteries. New batteries will be issued strictly against the return of the old battery and will not be available on free access.

Wood

CWP will, wherever possible, avoid using tropical hardwoods either as a building material or for new furniture and second hand items will be purchased as a preference.

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Transport

Whilst recognising that in some cases it is unavoidable, the use of cars by staff will be discouraged and every effort will be made to ensure that staff travel by public transport wherever possible. Mileage rates will not pay higher rates for cars with larger engines. The CWP centre will wherever possible provide safe bicycle storage, and will consider the value of an office bicycle for local visits.

Electrical Equipment

Low energy bulbs or LED panel lights will be used rather than incandescent bulbs. Consideration will always be given to the energy consumption of equipment.

Where equipment (such as ink jet printers) uses cartridges for toner, we will use reusable cartridges.

Heat

All heating systems should be fitted with effective thermostatic controls on either boilers, radiators or both as appropriate. The aim should be to provide a comfortable work environment with a temperature of around 68°F (20°C), not one where everyone works in their shirt sleeves.

Water

The use of water will be kept to minimum. To this end, wherever practicable short/long flush toilet cisterns will be installed.

Glass

Where it is used all reasonable efforts will be made to recycle it.

Computers

Staff are expected to turn off computers when they are not in use for a long period and certainly before going home.

Initiatives

CWP will encourage staff to set up initiatives such as a Recycling Initiative and to use Cycle to Work schemes.

Responsibility

All staff are responsible for applying and encouraging the application and disciplines of this procedure. Managers with responsibility for Health and Safety are also responsible for the implementation of this policy.

Information

Staff seeking further practical help can speak to the CEO.

Review

This policy and the actions arising from it will be annually reviewed as part of the business planning process which involves CEO and senior leadership and management teams, with final approval via the Board of Trustees.