

BROMLEY Y **SUSTAINABLE ENVIRONMENT POLICY**

Sustainable development is about ensuring a better quality of life for everyone, now and for generations to come by:

- Creating a more inclusive society where everyone shares the benefits of increased economic prosperity
- Protecting and improving the environment
- Ensuring we do not waste natural resources

The UK government definition of sustainable development involves meeting four objectives at the same time:

- Social progress which recognises the needs of everyone (Sharing in increased prosperity, enjoying a cleaner environment, improving access to services, tackling social exclusion, reducing the impact of poverty, poor housing, unemployment and pollution)
- Effective protection of the environment (Reduce effects of climate change, poor air quality, and toxic chemicals and protect and conserve the things that people value)
- Prudent use of natural resources (Efficient use of non-renewable resources and sensitive use of renewable resources)
- Maintaining high and stable levels of economic growth and employment (An educated and skilled workforce, supportive infrastructure and investment for high living standards and job opportunities).

1. AIMS

Bromley Y is committed to working towards sustainable development by meeting the needs of the present without compromising the interests of future generations. Staff are required to support this policy in their everyday work. This policy will be part of the overall induction policy for new staff members

1.1 Social progress that recognises the needs of everyone by:

- Building strong partnerships with other organisations and sectors
- Increasing community participation in local affairs
- Promoting good citizenship
- Supporting “quality of life” development, especially where there is disadvantage and special need
- Ensuring access to services to all

1.2 Adopting Sustainable Development in managing its estate by:

- Adopting policies and procedures that preserve the building and enhance the biodiversity of its grounds
- Annually review our working practices to seek to reduce, reuse and re-cycle materials that we consume
- Buy re-cycled or environmentally friendly products wherever possible
- Ask suppliers to demonstrate that they meet Environmental Management Quality Standards (such as ISO 14001)
- Include environmental considerations in service contracts
- Use local suppliers
- Pay invoices promptly
- Maintain and improve productivity levels of our services to keep down costs to the community

1.3 Adopting sustainable development in Bromley Y working practices by:

- Minimise waste e.g. unnecessary photocopying; printing e-mails; sharing files

- Save energy by switching off lights; fuel efficiency
- Reduce car mileage by considering public transport, cycling, combining journeys, car sharing, walking, working from home

2. PUTTING IT INTO PRACTICE

The following list is put forward to illustrate the major themes of sustainable development and the actions Bromley Y will undertake.

Waste Solutions

- Purchasing recycled paper & recycling waste paper
- Reducing paper consumption by printing double-sided
- Printing only if necessary
- Encouraging sharing copies of agendas/minutes in meetings
- Re-using scrap paper for printing draft copies, minute taking, message taking etc
- Promoting waste solutions by having a line at the bottom of each staff member's emails saying not to print the email unless necessary
- Re-using incoming packaging materials such as boxes
- Using glasses and mugs as opposed to disposable alternatives
- Using large jars of coffee and sugar as opposed to individual sachets
- Sharing office supplies
- Using computer presentations as opposed to paper print-outs where applicable

Energy Use

- Switching off lights when not in use
- Turning off photocopiers / printers at the end of the day
- Allowing the photocopier to go into 'eco' mode when not in use
- Turning off computers and monitors at the end of the day
- Using natural lights as much as possible
- Using energy efficient lightbulbs where possible
- Turning on the heating only when necessary Bromley Y will seek to make all of its' current and future premises as energy & water efficient as feasible.

Water Conservation

- Encouraging staff to conserve water by turning off the tap when not in use
- Using existing resources; drinking tap water as opposed to ordering bottled water

Purchasing and Procurement

- To seek and purchase energy efficient equipment, or to consider re-using equipment where possible.
- Cutting down supplier's journeys (and CO2 emissions) by looking at ordering in bulk as opposed to receiving multiple deliveries
- Printing as much as possible on recycled paper
- Being aware of the environmental credentials of suppliers and the environmental effects of products. Making a conscious decision to choose those suppliers who have sound environmental practices

Transport Solutions

- Encourage staff to use public transport when travelling to & from work
 - Encourage cycling to work by providing shower facilities for cyclists
- Bromley Y will encourage other local charities to spread good environmental practice within the sector.

3. MONITORING AND REVIEW

The senior management team, with adequate consultation of the Board of Trustees, will annually review the operation of this policy.

This policy has been approved and authorised by the Trustees of Bromley Y

Signature:

Date: