Environmental Policy

The Voluntary Network encourages its Trustees and staff to give full consideration as to how their activities impact upon the environment. Trustees and staff are encouraged to:

- **Re-fuse –** avoid purchasing materials which have a harmful environmental impact.
- **Re-duce -** reduce waste and the usage of energy resources.
- **Re-use -** re-use waste materials when possible.
- **Re-form -** re-use materials in a different form.
- **Re-cycle -** re-use materials as resources.

We also encourage environmental best practice amongst our members and stakeholders.

We are continually looking to improve the way we work to be more environmentally friendly in what we use and produce.

As a voluntary organisation we do not have a surplus of core management time or reserve resources to subsidise an environmental policy. This strategy therefore is about identifying basic principles on which we can build, can afford and that meet our present requirements.

Our Policy

- To be a responsible corporate citizen.
- To ensure that all at The Voluntary Network share responsibility for our environmental performance.
- To utilise raw materials and energy sparingly.
- To develop and regularly re-evaluate our working practices in order to continuously improve our environmental performance.
- To promote individual good practice.

Energy and water saving

The nature of The Voluntary Networks business means that we have low energy and water consumption but we are always looking at how to be more efficient no matter how small the saving.

- Electronic equipment will be switched off when not in use
- Lights will be switched off in unoccupied rooms
- Lighting in due course will be replaced with energy saving bulbs
- Heating will be set to the minimum in unoccupied rooms
- Doors will be kept closed in order to conserve heat

Travel

There are three main areas of concern:

Travel to work by staff

- Staff will be encouraged to use public transport
- Our premises are within easy walking distance of both rail and bus services

Business miles incurred by staff on behalf of TVN (ie. Travel to meetings)

- Staff are encouraged to travel together to meetings ie.car sharing were possible
- Staff are encouraged to use sustainable transport

Community Transport

- Community Transport projects are all “Demand Responsive”, ensuring that all journeys are specifically requested by passengers, no scheduled services.
- We continue to encourage our passengers to be flexible with their travel request, enabling us to continue to increase our rate of multiple occupancy.
- All our vehicles meet Euro 6 emissions
- Full consideration will be given to environmental impact when purchasing any new vehicle
- Drivers will be asked to switch off vehicle engines wherever practicable whilst waiting for passengers

General Office practices

- Recycling paper through the “paper day” initiative, a day to review archive material and ensure existing but redundant documents are recycled
- We will endeavour to e-mail information wherever possible rather than posting documents
- We will avoid printing any e-mail or document unless it essential to do so
- Buying recycled paper, envelopes, notebooks, mousemats, ring binders and folders, pens, pencils, rulers, waste paper bins etc, whenever possible
- Reduce illustrations and text footers on emails to a minimum to save resources for recipients, especially those with dial up connections
- Producing all photocopying and printing in double sided format wherever possible
- Regularly reviewing and updating distribution lists and databases to save both money and resources
- Re-use paper wherever possible
- Not over ordering marketing and publicity materials

We will Recycle

- Paper and shredded material
- computer equipment in line with WEEE directive of July 2007 which places a legal obligation on end users of PCs to ensure they are disposed of properly and that means recycled
- ink cartridges through Recycle4Charity.co.uk
- toner cartridges
- used postage stamps via donations to collecting charities
- Plastics and Aluminum cans
- Batteries
- Glass

Dated August 26, To be reviewed August 28