

Impact Initiatives	
Environmental Policy	Date issued: April 2008
	Review due date: July 2025

Introduction and scope

Impact Initiatives (Impact) is committed to the continuous improvement of our environmental performance including reducing greenhouse gasses (GHG). The purpose of this policy is to explain and demonstrate this commitment.

We have committed to reducing and effectively managing our impact in a responsible manner, by ensuring that environmental considerations are integrated into our decision making processes wherever affordable.

Impact recognises the links between environmental sustainability and its wider aims of making a positive difference for every generation in Sussex

Our policy is based on the waste hierarchy below

Eliminate	Reduce	Re-Use	Recycle	Dispose
Avoid producing waste in the first place	Minimise the amount of waste you do produce	Use items as many times, as possible	Recycle what you can only after you have re-used it	Dispose of what's left in a responsible way
<p>Best ➔ Worst</p>				

Roles and Responsibilities

The responsibility for managing and maintaining this policy lies with Board of Trustees delegated to the CEO and the Senior Leadership Team.

General implementation is delegated to Service Managers to distribute relevant information across the services to all staff and volunteers.

Staff members within the services are responsible to act upon implementations made to maintain and improve environmental practice and to assist with the monitoring of overall environmental impact.

Implementation

To minimise our negative effect on the environment we will

- Ensure we have re-cycling bins in all our venues
- Order resources e.g. stationery in bulk where we can, to reduce delivery journeys
- Wherever possible and practical buy products made from re-cycled waste
- Use digital versions of our information and for our administration wherever possible and practical for the audience

Printing

- We will only print when necessary
- We will print double sided
- Use single sided printed paper (non-confidential) for scrap use
- Send printed materials including confidential documents when no longer needed for appropriate recycling.

Refreshments

- We will provide jugs of water for meetings to encourage reduction of single use plastic bottles
- We will buy Fair Trade tea and coffee and other products wherever possible
- We will provide facilities for refilling reusable water bottles within our venues
- Where we provide fruit and vegetables eg in our café, we will favour purchasing these loose rather than in plastic packaging
- We will provide recycling points eg for plastics in our venues
- Where we provide catering, we will minimise single use plastics, favouring cardboard packaging and wooden cutlery where this needs to be disposable

Energy use

- We will maintain our buildings making them as environmentally friendly as possible and to prevent energy waste
- We will select ethical energy providers
- We will not overheat our venues, encouraging warmer clothing wherever possible
- We will pay attention to not leaving lights on in empty rooms and install automatic on/off lights where possible
- We will use dishwashers and washing machines only when necessary and on the most economical setting

Travel and transport

- Our Business Travel and Expenses policy is based on reducing mileage and single person journeys
- We offer a bike to work scheme and are investigating other electric vehicle salary sacrifice schemes

Procedure

To implement this policy and reach our ambition we will:

- Ensure all employees and volunteers are aware of relevant environmental issues and the potential effects of their activities and the expectations on them to minimise negative environmental impact.
- Review and monitor environmental impact and introduce remedial measures where appropriate
- Ensure that environmental considerations are taken for all purchasing decisions and, where possible, work towards a 'Green Procurement Strategy' including buying locally where possible.
- Promote environmental awareness to our Service users (where possible)

Impact have signed up to the ACEVO [climate leadership principles](#) to demonstrate our commitment to this policy.

This policy should be read in conjunction with our Business Travel and Expenses policy