SKILLS & VOLUNTEERING CYMRU (SVC)

Environmental Policy

Reviewed February 2026

	Environmental Policy
1.0	**Introduction**
1.1	SVC is committed to minimising the environmental impact of its operations through the adoption of sustainable practices and continual improvement in environmental performance. SVC recognises, and is committed to, our 'Duty of Care' outlined by legislation, as the minimum standard to be set and maintained. SVC will aim to develop a sustainable organisation that is financially viable, environmentally sustainable, and socially equitable.
2.0	**Scope of Policy**
2.1	This policy applies to - All SVC volunteers - All staff who support SVC - The trustees of SVC
2.2	It is hoped that all of your questions relating to this policy have been clearly answered. If you have any questions which remain unanswered then please refer to the SVC Manager.
3.0	**SVC's Commitment for continual Environmental Improvement**
3.1	In order to achieve our Duty of Care, SVC will observe the following practices: Be conscious of the environment beyond our immediate operations and take steps to prevent pollution and minimise environmental harm and nuisance, through: • Minimising our business travel where possible; including staff travel and volunteer travel to SVC projects and meetings; • Focusing on greener travel where possible, including walking, cycling, using public transport or car shares; • Minimising the volume of waste generated and maximise reuse, recycling, and energy recovery from waste; • Undertaking digital meetings or calls instead of in-person meetings, where possible, to reduce travel;

3.2	Monitor and comply with legislation, regulations, and codes of practice on environmental matters relevant to SVC's operations. Including - the Waste (Wales) Measure; and the Environment (Wales) Act 2016.
3.3	Be proactive in minimising our production of waste and reusing or recycling materials, through: • Not buying products which use excessive packaging; • Procuring sustainable/eco-friendly food & beverages at events and projects, where possible; • Where possible, purchasing products from local stores/vendors; • Reducing use of disposable plates, cups and cutlery when providing food/refreshments, and, where it is necessary to use disposables, ensuring that these are composted or recycled; • Not buying bottled water for use in the Office, and where possible reducing the use of bottled water at projects & events; • Requesting providers of unwanted mail to remove us from their databases; • Reducing the consumption of resources such as paper and plastic; • Using e-mail rather than paper communication where possible; • Offering unwanted office equipment to other charitable causes before it is recycled or binned; • Using the organisation's facilities to recycle used paper, plastic, glass and metal; • Only print when essential - use print preview as much as possible in order to minimise paper use in the first place; • Reusing paper which has only been used on one side; • Utilising schemes such as Terracycle, to reduce individual and office waste going into landfill.
3.4	Ensure that SVC's immediate environment is attractive and sustainable for our current, and future generations, through: • Promoting a well-maintained, healthy office environment in line with our Health and Safety policy; • Minimising noise pollution within the office to ensure we are respectful of our neighbours whom we share the building with;

	• Ensuring our office space, staff team and resources remain specific to the size and nature of SVC's operations; • Where applicable ensuring the use of biodegradable chemicals and minimising of solvents and lead based paints.
3.5	Monitor, review, and continually improve our environmental performance, through: • SVC's Team Leader and Environmental Trustee meet every 6-8 weeks and regularly review and monitor SVC's carbon footprint and processes; • Continually reassessing changing technology, our business requirements, and best environmental practices; • Undertake an annual review of SVC's Environmental Policy, reviewing our performance against the targets set out in this policy. • Undertake an annual review of SVC's projects to identify areas where we can reduce waste or increase sustainable travel. • Providing training to SVC Staff, Board & Volunteers (where suitable).