

SKILLS & VOLUNTEERING CYMRU (SVC)



Environmental Policy

Reviewed August 2019

	Environmental Policy
1.0	Introduction
1.1	<p>SVC is committed to minimising the environmental impact of its operations through the adoption of sustainable practices and continual improvement in environmental performance.</p> <p>SVC recognises, and is committed to, our 'Duty of Care' outlined by legislation, as the minimum standard to be set and maintained.</p> <p>SVC will aim to develop a sustainable organisation that is financially viable, environmentally sustainable, and socially equitable.</p>
2.0	Scope of Policy
2.1	<p>This policy applies to</p> <ul style="list-style-type: none"> • All SVC volunteers • All staff who support SVC • The trustees of SVC
2.2	<p>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.</p>
3.0	SVC's Commitment for continual Environmental Improvement
3.1	<p>In order to achieve our Duty of Care, SVC will observe the following practices:</p> <p>Be conscious of the environment beyond our immediate operations and take steps to prevent pollution and minimise environmental harm and nuisance, through:</p> <ul style="list-style-type: none"> • 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; • Reducing the consumption of resources such as paper and plastic; • Minimising the volume of waste generated and maximise reuse, recycling, and energy recovery from waste.
3.2	<p>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.</p>
3.3	<p>Be proactive in minimising our production of waste and reusing or recycling materials, through:</p> <ul style="list-style-type: none"> • Not buying products which use excessive packaging; • Providing filtered tap water in the office instead of bottled water; requesting providers of unwanted mail to remove us from their databases; • Using e-mail rather than paper communication where possible; • 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;

	<ul style="list-style-type: none"> • 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.
3.4	<p>Ensure that SVC's immediate environment is attractive and sustainable for our current, and future generations, through:</p> <ul style="list-style-type: none"> • 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	<p>Monitor, review, and continually improve our environmental performance, through:</p> <ul style="list-style-type: none"> • 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.