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## **ENVIRONMENTAL POLICY**

### **1.0 INTRODUCTION**

Richmond Borough Mind (RB Mind) recognises the importance of the conservation of natural resources and of sustainability. It encourages awareness of the environmental impact of its activities and aims to minimise them as far as practicable and affordable.

### **2.0 SCOPE**

It is the responsibility of all staff, volunteers and service users to actively contribute to the implementation of the policy and contribute ideas about how to reduce RB Mind's environmental impact

### **3.0 MINIMISING WASTE**

RB Mind will endeavour to undertake the following actions to minimise waste

- Careful purchasing, especially of perishables like food, geared to actual need
- A preference for re-use rather than throwaway products
- Recycling of ink cartridges, paper, cans, plastic and glass where possible (according to collection on each site)
- Reusing or reselling of items such as books etc to raise money
- Use of Freecycle and the local furniture scheme and other second-hand donated or recycled goods wherever appropriate
- Use of the composter at 32 Hampton rd to compost teabags, uncooked food waste, shredded paper etc.
- Endeavour to print on both sides of a piece of paper and use unwanted printed paper as booklets for making notes
- Minimise waste production in all areas of the organisation and aim for waste-free processes. This could include using projectors and laptops rather than printing papers for meetings

#### **4.0 TRANSPORT**

Walking, bicycling, or public transport will normally be used for the day to day work of RB Mind and trips held with clients will use public or group transport (e.g. minibus community transport or hired bus) wherever possible. This clause should also be read in conjunction with the RB Mind Expenses procedure which sets out the expected use of taxis .

#### **5.0 ENERGY CONSERVATION**

RB Mind will comply fully with the energy conservation policies for any buildings in which it runs services. Where it has direct responsibility for the building RB Mind will seek to reduce energy usage, regulating heating and turning off lights and equipment when not in use. We will maximise the efficiency of energy consuming systems, for example by using energy-efficient light bulbs and computers and have regard to the environmental credentials of suppliers as well as cost.

#### **6.0 GREEN PURCHASING**

RB Mind will bear in mind the desirability of purchasing goods produced with the least environmental impact where these are affordable. Wherever possible and budget allows, environmentally friendly cleaning materials, , will be used. Likewise, wherever possible and budget allows, RB Mind will purchase Fairtrade goods.

#### **7.0 SUPPORTING THE LOCAL ENVIRONMENT**

RB Mind will encourage staff, volunteers and service users to enjoy and show concern for the natural riches of our local environment and to play their part as individuals in maintaining its health and appearance.

We will give service users information on environmental topics and help those who wish to do so to volunteer in local environmental projects.

#### **8.0 IMPLEMENTATION**

This policy will be communicated to all staff, volunteers and service users so that it becomes part of the ethos of the whole of RB Mind.