

## **Environment and Green Housekeeping Policy**

### **Introduction**

All activities, as a business or as an individual, have some impact upon the environment.

Dyslexia Cornwall recognises its responsibilities to minimise the impact its operations have on the environment and seeks to achieve this through a programme of continual improvement. As a small local charity, Dyslexia Cornwall's chief impacts are those concerning waste, energy, and raw materials.

Therefore, it is Dyslexia Cornwall's policy wherever practicable to:

- Minimise carbon emissions
- Monitor the environmental impacts of the organisation
- Comply with all relevant current legislation and industry standards and seek to meet future legislation in advance of implementation
- Integrate environmental considerations and objectives into relevant business operations and decisions on a cost efficient basis
- Ensure that all employees are aware of their responsibilities in implementing this policy

### **Cutting waste**

Waste costs us money that could be spent on all the things we are here for. So let's cut waste.

### **Saving Energy**

We will do this by:

- Switching off computers and printers when we're not using them for any long period (including going out for lunch)
- Switching off lights in any room we're leaving empty
- Switching off, at the mains, heating, lamps, copiers, phones, computers etc. at the end of the day – last person in the office will check this is done
- Only boil the exact amount of water required in the kettle
- Use the most energy-efficient appliances as possible and keep the heating at a sensible level – 21oC maximum.
- Use low energy light bulbs
- Purchase electricity generated from renewable energy

## **Saving other resources**

We will look to cut waste in all our work. As a starter we will:

- Use both sides of sheets of papers
- Set the copier to do double sided as standard
- Not print emails etc. unless we need to
- Agree who'll print materials for meetings etc. to avoid duplication
- Use recycled paper and card wherever possible
- Re-use paper wherever possible
- For printers use ink refills and recycle all cartridges where possible
- Buy second-hand products where possible
- When purchasing promotional and other materials try to choose products that are local and made from recycled materials
- Avoid products that are over packaged
- Minimise water use

## **Recycling materials we've used**

We will recycle where we can:

- Office paper goes in to the office collection system
- Cans go in the collection
- Waste food (not meat) taken home for composting
- Take any waste that we can't recycle home to our own recycling points

## **Let's do the right thing**

### **Acting ethically**

We will:

- Use fair trade tea, coffee and biscuits as standard
- Choose fair trade products when purchasing, if possible
- Look to support local traders and businesses
- Keep to a green purchasing policy and check before we buy

### **Getting around**

We will:

- Use public transport and walking wherever possible when working for our organisation
- Organise visits in the community to minimise the distance travelled
- Encourage cycling by offering a 15p a mile mileage rate to volunteers or staff

- Let visitors know how to get to the centre by public transport
- Organise workshops and visits in local communities to minimise the distance clients have to travel
- Choose venues that are accessible by public transport

### **Spreading the word**

We will encourage other people to do what we're doing:

- Publish our Environment and Green Housekeeping Policy on our website
- Display policy at community events and activities

### **Monitoring and review**

The Board of Trustees, will regularly review the operation of this policy.

**This policy has been approved and authorised by the Trustees of Dyslexia Cornwall.**

Signed:



Name: Barbara Hewett-Silk

Position: Chairperson

Date: 18<sup>th</sup> January 2020

Next review due: January 2021

