

# Voluntary**Action**Islington

## **Environmental Policy Statement**

VAI aims to promote a thriving, effective and influential third sector in Islington providing good quality, cost-effective services to Islington people, particularly those in need. As an umbrella body supporting Islington's third sector, VAI strives to perform with consideration for the environment within all its services and to promote that consideration to its service users as part of our commitment to continual improvement and creating as sustainable an organisation as possible.

### **Legal Compliance**

VAI strives to comply with all relevant legislation and regulations that affect the organisation.

### **Waste Solutions**

We are committed to:

- Apply the principles of the waste hierarchy: reduce – reuse – recycle –recover –dispose
- Purchase recycled paper and recycle waste paper to create a 'closed loop' solution
- Reduce paper consumption by printing double sided where possible and reuse paper printed only on one side for draft printing, unless this risks confidentiality or damage to machines
- Reuse incoming packaging materials such as boxes and envelopes
- Use glasses and mugs for refreshment purposes as opposed to disposable alternatives

### **Energy Solutions**

We are committed to:

- Reduce energy use by practising simple energy efficient measures such as utilising energy management solutions on IT equipment and turning off lights when not in use

### **Transport Solutions**

We are committed to:

- Encourage employees to use public transport when travelling to and from work and to client business

### **Purchasing and Procurement Solutions**

We are committed to:

- Consider the environmental credentials and life cycle of all products and source suppliers demonstrating sound environmental practices.
- Request bicycle couriers where this is practical

# Voluntary **Action** Islington

- Promote environmentally sound purchasing and procurement solutions to clients and partners

This policy is communicated to all VAI staff members to ensure its effectiveness and is made publicly available for the interest of stakeholders. It is renewed annually to retain relevance and to ensure it is current to the nature of VAI and the services we provide as an organisation.

## **Waste management**

### **Introduction**

VAI will ensure that all waste is managed properly, recovered or disposed of safely, does not cause harm to human health or pollution of the environment and is only transferred to someone who is authorised to receive it. At all times we will comply with our statutory duty of care as outlined in the Environment Protection Act 1990, Section 34.

### **Bins**

Waste bins are provided for small items of day today waste that cannot be recycled. The cleaner empties these on a daily basis.

### **Confidential items**

A shredder is provided on the 2<sup>nd</sup> floor and all papers of a confidential nature should be shredded before disposal

### **Recycling**

At present we recycle both white and coloured paper, cardboard, glass bottles and jars, tins and cans, and plastic bottles. Each floor has a recycling bag for these items, which should be placed outside in the agreed location at the end of each day. Used printer cartridges are also recycled and there is a large box for used cartridges in the lobby.

As this is an ongoing project more progress will be made for the recycling of other items in the future and this information will be updated.

### **Bulk waste**

Care will be taken when disposing of bulk items. If a non-electrical item could be used by a voluntary organisation it can be advertised using VAI News. A recognised firm will be used for disposal of other items such as ICT equipment and a certificate of disposal will be obtained and kept on file.