

Policy code	Effective date	Approved by	Description of Amendment	Review date
PO-E&S	09/10/17	Leanne Edwards	N/A	09/10/18

Environmental & Sustainability Policy

1. Introduction and aim

- Youthforce has a long- standing commitment to sustainability and intends to achieve Companywide excellence in contributing to a sustainable future. Youthforce recognises that there are interrelated cultural, economic, social and technological, as well as environmental, dimensions to the sustainability agenda, which itself is continuously evolving.
- Youthforce’s focus is on;
- Acknowledging the threats posed by human actions to life- sustaining natural environments and developing an understanding of and commitment to actions directed to diminishing or removing those threats and so ensuring a legacy for future generations;
- Enabling individuals and communities to achieve their potential in ways which protect their futures as well as enhancing the well- being and resilience of the planet’s life- support systems;
 - Developing an understanding that cultural, economic, social, environmental and technological change processes are dynamically interconnected and mutually impacting.
 - Youthforce recognises that it operates through a number of roles across a range of areas. It is an educator of current and future generations of citizens and organisations living in a world of increasing complexity and uncertainty; it is a key contributor to the knowledge economy; it is also a regional employer making decisions and taking actions that have an impact on sustainability prospects in the Wiltshire and surrounding area.
 - Our business ethos is to integrate local environmental policies and programmes and adopt best practice whenever practicable where this does not unduly or adversely affect our business.
 - We aim to minimise our impact on the environment through prudent use of materials and other resources. In particular we aim to reduce our energy consumption and waste production by measurable outcomes and encourage these same practices in our business partners.
 - We do not operate any processes that require compliance with national environmental legislation.
 - We will undertake to make the contents of this document available to all staff and delivery partners.

2. Definitions

Sustainability:

Meeting the needs of the present without compromising the ability of future generations to meet their own needs. Sustainable development must address environmental, economic and social factors and the interrelationships between them.

Environment:

Surrounding conditions, influences, or forces, by which living forms are influenced and modified in their growth and development.

3. Responsibility

This sustainability policy applies to all of our operations including management, office services, training delivery and procurement. The Director of Finance and HR is responsible for ensuring that the policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

4. Objectives

- The organisation will implement practices that promote economic security, social betterment and environmental stewardship and will strive for continuous improvement of performance in these areas
- To deliver this, the organisation aims to:
 - endeavour to integrate the principles of sustainability into its strategies, policies and procedures;
 - be a leader in sustainable development in areas relevant to its business;
 - work with its clients to pursue, promote and develop sustainable business outcomes;
 - promote sustainable practices;
 - Hold its performance accountable to its staff through objective measurements;
 - report on its sustainability performance and achievements; and
 - ensure that the board and senior staff are involved in implementation of this policy and in reviewing sustainability performance

5. Actions

In meeting these objectives, the organisation will, for its core business,

- deliver projects recognised for their sustainability credentials, in line with customer expectations;
- evaluate projects with respect to their sustainability risks and opportunities and, where appropriate, discuss these with the customer; and
- achieve performance that ensures the organisation's economic, environmental and financial viability.

For its people;

- Provide continual education and training for all staff on sustainability issues relevant to the organisation's businesses.
- Encourage our staff to share transport wherever possible, and to use public transport if more appropriate.
- Where staff are required to drive to various locations this should be in as economical a manner as possible using the shortest route while avoiding congested areas.
- Use Internet Telephony e.g. Skype where possible to reduce travel for meetings

For its facilities;

- Maintain management systems to assist with implementation of sustainability objectives using appropriate tools
- We aim to develop a strategy for the organisation to move towards sustainable procurement of the goods and services used in its operations. This might prove expensive and conflict with our charitable aims of best value for money. However, every effort will be made to source affordable materials that meet this requirement;
- We aim to develop a strategy to move towards minimising carbon emissions in our operations and to prevent pollution within the scope of our activities;
- Aim to use resources efficiently and to minimise waste, usage of water, energy and other consumables in the office environment. We aim to measurably reduce our energy consumption by employing energy saving devices and reducing energy use as follows:
 - Turning off lights when not needed.
- Turning off office equipment including PC's and monitors (except crucial IT equipment) at the end of the days and when not needed.
 - To use flat screen monitors
 - Implementing energy saving programs on all IT systems.
 - Air conditioning units / heating only to be used as really required.
 - Prudent use of electric kettles, urns, boilers and dish washing machines We aim to measurably reduce water consumption by encouraging our staff to adopt water efficient measures

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- Reporting leaks and running systems to our landlord as quickly as possible.
- The use of the dishwasher in each of our premises is to be run only when fully loaded. We aim to source goods and services sustainably
- Source local produce where appropriate
- Use recycled paper. We aim to use resources effectively
- The use of stationery should be considered carefully e.g. hole punching for filing rather than using plastic wallets which should only be used only where necessary.
- To use electronic format where possible to reduce paper e.g. internal meeting papers We aim to dispose of waste appropriately
- Toner/ Inkjet cartridges for printers and photocopiers (or similar) are to be recycled as per the manufacturer's instructions or through local recycling initiatives. Envelopes are provided for this purpose.
- The reuse of materials is to be encouraged at every level and for every type of item, from scrap paper to furniture. Paper should be printed double sided for external use or auditable filing. Other documents should be printed on reusable paper where possible.
- Separate recycling points are available in the main office for paper, confidential paper, cardboard, and plastic. Paper points are also available at the Chippenham Training suite. All waste paper, including shredded, is to be collected for recycling
- Other waste products should also be recycled where possible
- General waste is disposed of using local collection facilities but kept to a minimum giving financial incentives for recycling.
- There are separate procedures for dealing with hazardous wastes (including some IT equipment). All electrical equipment disposals are now covered by the WEEE directive.

6. Monitoring and auditing

Progress against these objectives will be monitored through our monthly management and trustee board meetings as part of our key performance indicators

7. Communication

Working with External Authorities and bodies

In accordance with the policy statement the organisation will:

- Develop good working relationships with all relevant external authorities
- Develop links with appropriate environmental bodies and associations
- Report all incidents as required