

Environmental Policy

October 2019

Reaching People is aware of the impact of its activities on the environment and fully complies with current environmental legislation that relates to the services we provide, in particular responsible handling of our waste. We recognise the importance of the impact of climate change and are actively committed to complying with the local Leicester City Environmental policies and Audit Scheme (EMAS) and also to Leicestershire's Environmental Action for a Better Leicestershire (ENABLE) practices.

We currently operate the following procedures and have identified an action plan to continue improving our environmental footprint during the period 2018-2020

Responsible purchasing

Wherever possible and practicable we purchase products with a high recycled content, maximum durability and high levels of biodegradability. We consider the energy efficiency of new appliances, together with initial costs and use this information to purchase the most environmentally friendly products within our budget. We do not purchase any items from tropical hardwood forests and we use common household products for cleaning, avoiding ozone depleting chemicals.

Energy Efficiency and Conservation

Reaching People works with its landlord to ensure that temperatures in the building remain efficient and cost effective. There is a general understanding regarding turning off lights and individually controlled thermostats when rooms are not expected to be in use.

Reduction of Waste

Our landlord has lockable bins for paper and card in addition to other waste. Plastic folders are re-used and given away where possible. We recycle printer and copier cartridges and encourage staff to print on both sides of the paper. Confidential waste is shredded by a local environmental charity. Old computers are donated to charity for re-cycling. Furniture we no longer need is donated to other Reaching People members or local charities.

Transport

We encourage staff to cycle to and from work and share a lockable bicycle park with the neighbouring church. We encourage use of public transport where this is efficient in terms of cost and time. Staff use of cars is kept to a minimum. When travelling to meetings, the

most cost effective method is chosen bearing in mind any additional time this may take. Staff have access to 2 shared parking passes.

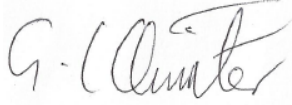
Reduction of Paper Use

We have increased our use of electronic mail, therefore refrain from printing out unnecessary emails. Where possible, printing is double sided.

Teleconferencing

Reaching People has worked with Leicester Sustainable Travel project to obtain a teleconferencing unit. This enables members and/or trustees to dial in to meetings instead of travelling into the City.

Reaching People members can borrow the equipment/line no. for conducting their own meetings.

Document Control		
Approved by:	G Quilter - Chair	
Signature:		
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Summary of changes		