



Fixing the big issues for disabled people in Buckinghamshire
Charity No 1102511

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Environmental Sustainability Policy

Introduction

1. Buckinghamshire Disability Service wants to continually improve our environmental performance and reduce our environmental impacts. This policy helps us to do this.
2. This policy applies to all trustees, staff and volunteers and should be used in decision making and made available to new staff, trustees and volunteers.
3. Buckinghamshire Disability Service practices the principles of the 3R's:
4. **Reduce** energy consumption and waste by thinking about what we buy and how we use it. For example we will:
 - a. provide documents electronically where possible and minimise the use of paper-based documents
 - b. share office equipment and resources
 - c. where possible, we use local suppliers
 - d. avoid printing non-essential documents and emails
 - e. avoid purchasing and using disposable cups and food packaging in the office
 - f. replace electronic/electrical equipment with more energy efficient versions over time
 - g. Switch off lights and equipment when not in use
 - h. keep heating and artificial cooling to a minimum
 - i. we encourage the use of public transport and encourage car sharing where appropriate
5. **Re-use** by trying to find a second life items especially paper and office stationery and office furniture. For example we will:
 - a. use both sides of paper prior to recycling and reuse envelopes and packaging where possible
 - b. consider acquiring second-hand or refurbished equipment rather than purchasing new
 - c. utilise second-hand office furniture where possible
6. **Recycle** as the least preferred option of the 3R's. For example we will
 - a. seek to have unwanted furniture or equipment reused or recycled
 - b. recycle plastics & paper, bottles and packaging

7. The Charity Secretary will table a report at the Annual General Meeting of Buckinghamshire Disability Service so that members and Trustees can monitor progress and review our environmental performance.

Approved: January 2023

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