

# **Service Six**

## **ECOLOGICAL POLICY**



**Date:** April 2017

**Review Due By:** April 2018

**Lead Role/Manager:** Chief Executive

**Others involved in implementing:** Executive Team, Managers and Personnel

### **What this policy covers**

Service Six takes seriously its obligation to reduce use of power and resources as part of wider initiatives to reduce our green footprint.

Service Six is committed to actively supporting global efforts in the reduction of wasted energy and resources in combination with increased recycling practice. Regular Environmental Audits are to be carried out and a certificate displayed. In support of this the following measures are to be implemented and maintained within Service Six and observed by the Charity's personnel.

The Chief Executive is to undertake and record Environmental Audit at least annually on all the Charity's sites and action recommendations for improvement.

### **Energy Reduction**

- Lights to be switched off when rooms are not in use.
- Energy saving bulbs to be used where appropriate.
- Computers to be shut down when not being used for a long period of time.
- All equipment to be switched off over night – including all items on 'stand by' except 24 answer machines.

### **Resources**

- All resources to be used responsibly.
- Water to be used responsibly and taps to be fully closed after use.
- All unused furniture and other such items to be distributed to charities or recycled. Appropriately in accordance with the Maintenance of Registers Property Disposal.
- Emails and electronic communications to be used if possible and where appropriate.
- Printing to be kept to a minimum.
- Minutes and reports to be electronically distributed where appropriate.

### **Recycling**

- All paper to be recycled unless it contains 'high risk' or confidential data.

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- All cardboard to be recycled.
- All plastic containers and plastic bags to be recycled.
- All glass to be recycled.
- All tins and cans to be recycled.
- All batteries to be recycled.
- All used printer cartridges to be recycled.
- All reusable and suitable envelopes to be recycled.
- All stamps to be collected and distributed to appropriate charities.

#### **Other Measures**

- Promotion of walking and public transport use where appropriate through expenses incentives.
- Supporting community initiatives which promote responsible use of resources.
- Incorporating ecological projects within the programmes of positive activities. provided for children, young people and families where possible.

Personnel are requested to inform the Chief Executive if they become aware of any new initiatives for recycling, which could be implemented or supported at Service Six.