

# Appendix 11: Shared Interest Green Policy

## Principles

Shared Interest recognises that its operations have a local, regional and global effect. As a consequence of this we are committed to continuous improvements in environmental performance.

Our guiding principles are:

- To encourage environmental responsibility amongst our colleagues, volunteers, contractors and suppliers;
- To conduct our operations in a manner which minimises our consumption of natural resources and manages waste through responsible disposal and the reuse and recycling of materials where economically feasible;
- To include environmental considerations in our purchasing and procurement processes;
- To regularly review this policy and keep colleagues up to date on changes to policy and procedure.

## Policy Review and Implementation

The Shared Interest Environment Team – made up of colleagues from as many departments of the organisation as possible on a rotating basis – has undertaken to help all colleagues understand and implement all relevant aspects of this policy in their day-to-day work through regular communication of objectives. The Environment Team makes use of colleague update sessions to increase awareness of current environmental issues and how the organisation can help.

The Shared Interest Environment Team will take responsibility for reviewing, updating and implementing this policy. The Environment Team will also share this policy with colleagues, taking care to ensure updated versions are shared in a timely manner and that new starters at the organisation are also made aware of it.

The next review date for this policy will be January 2024 and it will be reviewed every 12 months as an on-going process to encompass colleague suggestions and keep abreast of any legal requirements necessary. Revised policies will be put forward for approval by the Senior Management Team.

## Environmental Action Plan

The Environmental Action Plan is divided into five sections, some of which will have an accompanying procedure to indicate how the action is to be carried out in practice. Where a procedure is present, it will be attached as an appendix to this policy document and this will be stated within the action point. Colleagues are encouraged to apply similar principles to those below, where relevant, when working from home.

### 1. Waste management

- We arrange for as many consumables as possible to be recycled, including paper, milk cartons, plastic bottles, cans, cardboard and used printer cartridges
- We recycle IT and PC equipment wherever possible
- We dispose of or recycle items in an environmentally safe and legal way

- All colleagues are encouraged to minimise waste

## 2. Transport and travel

- We encourage colleagues to travel to work using public transport and minimise the use of their own car where possible
- We run a cycle to work scheme to enable more colleagues to travel to work by bicycle
- We monitor the carbon emissions of colleague travel and use this to calculate our carbon offset fund. The Environmental Team will report and accrue the funds for three years or if reached at least GBP 2,000. The Project chosen for the carbon offset fund will be decided in partnership between the Environment Team and the Shared Interest Foundation
- Colleagues are asked to consider the most environmentally friendly way of travel when planning a trip; specifically, we encourage the use of train travel rather than flying domestically wherever possible and combining reasons for travel (i.e conference attendance with customer visits) where possible to minimise the number of flights taken
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.

## 3. Raw materials and supplies

- We make use of the 'Green Checklist for Purchasing' (see Appendix 1 attached) to ensure that as many goods as possible are bought in an environmentally friendly way from suppliers that consider their environmental impact
- We make use of the 'Green Checklist for Events' (see Appendix 2 attached) to ensure, where possible, events are carried out in an environmentally friendly way
- We use environmentally friendly cleaning products where possible to minimise any detrimental effect on the planet
- We aim to make use of recycled and FSC certified office stationery and paper for printed materials

## 4. Energy usage

- We minimise our use of electricity in the office by turning off appliances and lighting overnight and during the weekend. Colleagues are encouraged to do the same when working from home.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

## 5. Colleague involvement

- We adopt an inclusive approach to our environmental practices inviting colleague suggestions, comments and actions
- We encourage colleagues to participate in the recycling of waste and to use the Green checklists for purchasing and events
- The Shared Interest Environment Team provides updates on changes to policy and procedures
- The Environment Team will inform colleagues of any national or international events relating to sustainability – for example, Recycling Week

# Appendix 1: Green Checklist for Purchasing

## Green Goods and Services

Environmental impact is usually easier to assess for goods rather than for services. With services, the emphasis can often be on the supplier rather than the service itself. Although it may not always be possible, we should consider asking ourselves the following questions and if necessary with input of suppliers of goods and services:

- Do I really need to buy it?
- Am I buying more than is needed?
- How good is our stock control- is more being ordered than is actually required, resulting in materials being disposed of before they are used?
- Is it over packaged?
- Can it be re-used?
- Is it made from recycled/sustainably sourced materials?
- Is it made from easily recyclable materials, such as paper, glass or wood?
- Are its component materials easy to separate for recycling?
- Is its packaging easily recyclable?
- Consider the life cycle of the product

Assess our suppliers- where possible; choose those that can demonstrate good environmental practice performance.

- Buy locally- supporting local businesses can reduce transport emissions and the associated environmental impact.
- Rationalise deliveries to reduce transport emissions associated with our activities
- Refurbish and repair- if possible, recondition existing equipment rather than buying a new replacement

## Green Catering

If we provide catering for an event we should consider the following where possible:

- Plan food requirements carefully to avoid unnecessary waste. (We have investigated donating this in the past and it is not practicable due to H&S rules. It would also be rare that food waste could be appropriate for local composting as well as the question of who would take responsibility for this).
- Plan menus considering seasonal, organic and local produce wherever possible
- Ensure tea and coffee is Fairtrade and provide tap water as an alternative
- Ensure that they deliver products in reusable packaging and discourage the use of disposable items
- Minimise the use of individually packaged food and drink items
- Use reusable crockery, glassware and cutlery wherever possible

# Appendix 2: Green Checklist for Events

## Green Events (Planning)

When planning events the emphasis is often on location as opposed to facilities. Whilst location plays a prominent role please also consider the following:

- Consider the environmental impact of holding an event online versus in-person
- Use websites and email to promote the event
- Use electronic registration where possible, publish the event itinerary on-line and minimise the use of paper/card where possible
- Use double-side printing for promotional materials and hand-outs
- Where possible, write materials in a reusable format including general rather than event specific text
- Use recycled paper where possible without laminating it
- If required, make note paper available from scrap paper
- Format any hand-outs so as to minimise the amount of paper used
- Ask the venue to recycle paper and any other recyclable waste if possible
- Choose a venue that has good access via public transport and is accessible to all
- Ask potential venues for their in-house environmental policy and priorities
- Where possible, choose a venue interested in sustainability
- Venues which offer in-house technical equipment and support can reduce equipment transportation
- Consider hiring rather than purchasing equipment, specify the most efficient available
- Consider recording the event for wider access via the internet
- Car sharing is not feasible (due to data protection rules in relation to letting members know about other members travelling from the same area) and so it is not possible to encourage this.

## Green Events (At the Event)

When planning for the event we should try to limit our environmental footprint by considering the following:

- Avoid mass distribution of hand-outs – enable attendees to download copies from the website
- Ensure presenters are aware of any electronic presentation facilities
- Provide reusable name badges (and remember to collect them at the end of the event!)
- Minimise use of accessories that are potentially harmful to the environment