

Environmental Policy

Reviewed 22/09/2022

The Environmental Policy aims to outline measures Cambridge Carbon Footprint will take to manage the environmental impacts of our operations and advocate and promote these actions be undertaken by others e.g. our landlord, our events organisers etc.

Policy Statement

Cambridge Carbon Footprint will:

- Aim to minimise the use of all materials, supplies and energy used by the organisation
- Minimise waste produced in all areas of the organisation, reuse and recycle waste where possible, and aim for waste-free processes
- Publicise our environmental position and encourage others we work with to adopt similar environmental policies
- Aim to include environmental and ethical considerations in purchasing
- Minimise the need to travel by car
- Source environmentally sustainable food for our events and activities, using plant-based food where possible

Waste reduction

- Use both sides of paper wherever possible
- Effective use of IT (including e-mail) to prevent unnecessary printing and duplication (adjusting font sizes and margins to allow documents to fit onto one piece of paper, print preview prior to printing, thorough proofing of large print-runs before printing).
- Provision of proper cutlery and crockery for use by staff and visitors in preference to disposables
- Minimise printing of meeting papers where possible
- Using surplus food that is safe to eat and would otherwise be thrown away when sourcing food for events

Waste reuse

- Purchase of second-hand furniture and similar items whenever feasible
- Saving and reusing envelopes where possible
- Printing draft documents on the back of paper which has already been used on one side

Recycling

- Recycling all materials where local facilities (free or otherwise) exist
- Collecting toners and cartridges for remanufacturing

Energy and water consumption

- Use of low energy light bulbs
- Use of power-down features on electronic equipment
- Turning off lights and heaters/fans/other devices when not needed, and use of adequate insulation
- Responsible use of water with minimal wastage

Purchasing

- Choose low-impact equipment, supplies and catering from companies with a good environmental record, wherever practical.
- Purchase of products containing recycled material for office use,
- Purchase of remanufactured toner cartridges where possible
- Buy in bulk to reduce packaging waste where practical
- Buying in returnable and refillable containers where possible and appropriate.
- Specifying the use of proper crockery and cutlery, milk jugs rather than individual portions, and other reduction and reuse measures at conferences, seminars and events.

General office environment

- Maintaining the office as a pleasant and effective working space
- Encouraging the use of plants (and the proper care of these), especially those which are good at absorbing emissions from printers
- Regularly servicing all office machinery to maintain optimum operating efficiency and longevity.
- Encouraging cleaning staff to use cleaning products which do not present a problem to humans or the environment e.g are biodegradable and do not contain harmful solvents or chemicals, and have not been tested on animals

Green Travel

- Encourage staff, volunteers and participants to choose lower-impact travel alternatives, like cycling and public transport
- Organise meetings/events in a central location accessible by different forms of transport
- Set up meetings in one location on the same day to minimise travel and improve use of time
- Look at alternative ways of travelling to meetings and events such as car sharing