

## Environmental Policy

Cosmic is committed to limiting the effects of climate change. As such we make every effort to reduce any negative impact on the environment they may make as a result of our activities. Staff should also encourage the people we support, stakeholders and suppliers to consider the environment in their work, activities and choices. All effort should be made whenever possible to recycle, re-use, switch off and limit our driving during our business, in line with this policy and the following procedures.

The following procedures include useful guidance on ways to reduce our personal impact on the environment.

### General tips for office staff:

- If you have to print a document or email, just print the text you need
- Turn off your monitor when you go for lunch, a meeting or even a tea break
- Turn off your PC if you're not going to be using it for a few hours
- Make the most of natural lighting - open the blinds!
- Use hand-dryers rather than paper towels
- Use a laptop and projector to run meetings electronically
- Stop junk mail by marking it RETURN TO SENDER and re-posting it. Register with the Mailing Preference Service by writing to MPS, Freepost 22, London, W1E 7EZ; phone 0207 766 4410 or visit [www.mpsonline.org.uk](http://www.mpsonline.org.uk) (service is for UK residential addresses only).

### Personal Computer Monitors and mobiles:

- Leaving your monitor or computer on stand-by mode still consumes significant amounts of electricity, as much as 30% of normal use in some cases
- Switch off your monitor every time you are away from your desk for a few minutes
- Shut down your PC every time you are away from your desk for more than a couple of hours
- Change the settings (Start > Control panel > Display) to automatically switch off monitors and/or shut down when not in use
- A light flashing on your monitor shows that it is still on and is wasting energy
- Collect unused discs, erase them, put new labels on them and make them available for re-use
- Note that setting-up a screen saver does not save any energy. (They are there to stop the image of a static screen from being imprinted on the monitor glass.)

## Lighting

- Make the most of natural light. Don't block it with filing cabinets, plants or blinds that are permanently shut!
- Switch off lights when you are last to leave rooms and when they are not needed
- Turn off lights in the toilets, kitchen, meeting rooms etc. when not needed
- Flickering fluorescent tubes use up more energy. If you see one, report it!

## Heating and Other Equipment

- Keep doors and windows shut (and avoid opening them to cool a room if the heating is still on)
- Water coolers, vending machines and boilers can be connected to timer switches so that they are not constantly in use over evenings and weekends
- Never turn on A/C units for cooling purposes if the heating is on. The systems end up working against each other, wasting energy in the process

## Photocopying

- Use the size reduction feature offered on many copiers. Two pages of a book or periodical can often be copied onto one standard sheet
- Photocopy double sided
- Use the recycling box beside the printer
- Recycle all toner cartridges. Switch off the copier overnight (a photocopier left on overnight wastes enough energy to make 5,300 A4 copies).

## Paper

- Re-use paper that's already printed on one side by manually feeding it into copiers and printers for draft documents
- Once-used paper can also be reused in plain paper fax machines — they only need one clean side
- Re-use old paper for notepad
- Re-use internal and external envelopes by using re-use stickers
- Recycle all paper including white and coloured stationery, stapled paper, magazines and cardboard that cannot be re-used again (if possible)
- A box containing paper that has only be used once can be placed at printers
- Do this by using the manual feed tray on the machine.

## Printing

- Do you really need a hard copy of it? Can you save the message/attachments instead?

- Instead of printing a web page, bookmark it or save the page
- Proof the document on screen before printing
- Consider changing the margin sizes, especially on drafts
- Reducing the point size of your text may save lots of paper
- Check margins when printing on headed paper
- If you only need the page you are working on, go File > Print > and click on 'Current Page' on the 'Page range' section
- If you only need a specific number of pages, go File > Print > and put the page numbers in on the 'Page range' section
- Check if your printer will print multiple pages on an A4 sheet (2, 4, 6, 9 or 16 pages)
- Check if your printer can print double sided (most larger laser printers can)
- If you do print something, retrieve it immediately. This helps to avoid the need for printing it again (because it has gone walkabout etc.)
- Switch the printer off at night - the last person to leave the office should do this.

## Ink and toner cartridges

- Recycle all ink and toner cartridges
- When replying to e-mail messages most users have Outlook set to 'Include original message text'. A long exchange can lead to several pages of text and unnecessary use of ink/toner. Only include the original text if necessary
- You can run meetings electronically by using LCD equipment to project agendas and papers rather than having everyone bring hard copies. You can also take notes on scrap paper or record minutes directly into your laptop (if you have one)

## Meetings

Use this meetings 'hierarchy' to decide the most appropriate choice when organising a meeting:

- If a meeting is necessary, can some people take part by video or telephone conference?
- Can anyone travel by public transport to and from the meeting venue? When organising the meeting, take account of the extra time needed for people to make public transport connections
- If you must take your own car, can you share with a colleague(s) to and from the meeting venues?

Whilst working for the people we support:

## Travelling and driving

- Limit the amount of time your car engine is running (idling) when you're not driving – turn it off if you stop for more than 10 seconds (except in traffic). Idling also prevents the catalytic converter from working properly
- Avoid rapid acceleration and heavy braking - accelerate smoothly, even in a traffic jam. Smoother driving can use 30% less fuel. Also, obey the speed limit. Doing 50mph can use 25% less fuel than 70mph
- Service your car regularly (according to your car's manual)
- Make sure your tyres are properly inflated. (For every 6psi a tyre is under-inflated, fuel consumption can rise by 1%)
- Make sure your garage throws in an emissions test with the service. This can save you money as well as helping to prevent breakdowns by identifying problems with the engine
- Wide-open windows, roof racks, heavy clutter in the boot and air conditioning can all add to your fuel bill
- On cold days, limit warm-up idling to 30 seconds or less (the best way to warm up your vehicle is to drive it)
- Choose a car with a three-way catalytic converter - it will reduce nitrogen oxide and hydrocarbon emissions by 90%
- Fly less! Take a holiday at home, or use the channel tunnel to get to the continent – air travel produces three times more carbon dioxide per passenger than rail
- Ask hotels or guest houses to change your linen and towels every other day
- Take your waste home with you if you can recycle it (e.g. plastic drinks bottles).

## Water

- Avoid putting sanitary products, nappies and cigarettes down the toilet.
- Repair dripping taps and always turn them off properly - they could be wasting 13 litres a day
- Use full loads in the dishwasher
- Use environmentally friendly cleaning products (e.g. bleach, washing-up liquid)

## Energy

- Use thermostats that switch off the heating etc when you don't need it
- Use a fan instead of air conditioning
- Turn off appliances and lights when they're not needed

These procedures have been written with advice provided by the Environment Agency [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

Policies and Procedures Site Link:

<https://sites.google.com/cosmic.org.uk/policysite/environment>

Version	Date Issued	Brief Summary of Change	Owner's Name
V1.0		New version	Kate Doodson

For more information on the status of this document, please contact:	Kate Doodson E-mail: <a href="mailto:kate@cosmic.org.uk">kate@cosmic.org.uk</a>
Date of Issue	January 2018

<b>Review date:</b>	<b>January 2019</b>
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<b>Approved by:</b>	CEO:  Chair:
<b>Date:</b>	

<b>Distribution methods:</b>	On Company server and distributed via email to all staff
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