

# Environmental Sustainability Policy

---

“Sustainable procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment”

**The nature of our work is such that small practical steps can make a large difference.**

- We will where feasible use public transport or car share and via the use of IT and diary management minimise the number of journeys made
- We will use recycled paper and not waste materials by not producing materials which are not required
- We will turn lights and equipment off when not needed
- We will recycle all our waste, including ink cartridges, paper etc
- We will monitor our operations regularly to ensure all steps to reduce, recycle and reuse are in place

Signed: *Rachel White*

Date: 22 Aug. 08

Review Date: 22 Aug. 09

**Facilitated**

*Learning and Development for People that Care*

