

Environmental Sustainability Policy

Ipswich Community Media and Learning (ICM&L), hereinafter referred to as the Organisation, encourages its Trustees, staff and volunteers to:

- **Re-fuse** – avoid buying materials which have a harmful environmental impact
- **Re-duce** - reduce waste and the usage of energy resources
- **Re-use** - re-use waste materials when possible
- **Re-form** - re-use materials in a different form
- **Re-cycle** - re-use materials as resources.

We also encourage environmental best practice amongst our beneficiaries and stakeholders.

We are continually looking to improve the way we work to be more environmentally friendly in what we use and produce.

Procurement

Green Housekeeping is connected with all things environmentally positive and procurement is about the acquisition, investment and management of goods and services.

As a voluntary organisation we have limited resources to address the climate challenge with the urgency required, however we are committed to taking what action we can. This strategy therefore is about identifying basic principles on which we can build, can afford and that meet our present requirements.

In light of this, the Organisation's approach is one that is affordable and realistic for our means.

Our approach therefore, is one of "green housekeeping" in order to make a positive contribution to the local and global environment. We are committed to reducing any harmful effects on the environment and promoting the understanding of sustainable development in its broadest context.

This approach influences decision-making within the organisation and therefore underpins our organisational values e.g. openly reporting how we run our business and the care we take around the local environment and the people that work or volunteer for the Organisation.

Our Policy

- To be a responsible community organisation
- To ensure that all at the Organisation share responsibility for our environmental performance
- To utilise raw materials and energy sparingly
- To develop and regularly re-evaluate our working practices in order to continuously improve our environmental performance
- To promote individual good practice.

Implementation

The organisation's business process shows that a practical high priority issue is recycling and the Organisation is committed to a range of waste reduction stratagem inside our action plan.

We review our recycling schemes on an ongoing basis to ensure waste reduction in all the key business materials we use. We use recycled paper for our day-to-day business needs and also re-use paper before recycling.

We "think before we print."

Our Carbon Footprint

We are identifying and reviewing where we are creating carbon emissions to see how much we can cut it or at least keep it to a minimum. As part of our carbon reduction planning, we have found and are using carbon footprint measurements such as those developed by Ren Smart and "Make it Wild".

<https://www.rensmart.com/HomePage>

We need it to calculate our own carbon footprint. Practically, there are two statistics to measure; energy consumption and travel.

Energy and Water Saving

The nature of the Organisation's business means that we have low energy and water consumption, but we are always looking at how to be more efficient no matter how small the saving.

Travel

The Organisation has decided to interpret this as all work travel, including getting to and from work on a daily basis, as the only reason for this travel is to allow our business to operate and therefore it becomes, in our view, our responsibility. Having decided this, we calculated our commuting and business mileage from existing records.

No doubt we still have lessons to learn, but we are taking responsibility and have started our green journey.

Action Plan

Wherever possible we will purchase non-polluting and energy efficient technologies.

We will minimise the use of natural resources and lessen the impact on the environment through:

- Recycling office paper through the "paper day" initiative
- Recycling computer equipment in line with WEEE directive of July 2007, which places a legal obligation on end users of PCs to ensure that they are disposed of properly and that means recycled
- Recycling ink cartridges through Recycle4Charity.co.uk
- Recycling used postage stamps via donations to collecting charities
- Cancelling junk mail (0345 0700 705 - for the Mailing Preference Service)
- Maximising items for recycling by using schemes such as Terracycle for previously hard to reach waste e.g. pens, crisp packets
- Producing all photocopying and printing in double-sided format wherever possible
- Regularly reviewing and updating distribution lists and databases to save both money and resources

- Not over ordering marketing and publicity materials
- Buying recycled paper, envelopes, notebooks, mouse mats, ring binders and folders, pens, pencils, rulers etc, whenever possible
- Printing publicity materials on recycled paper with eco-friendly vegetable inks, whenever possible
- Reducing illustrations and text footers on emails to a minimum to save resources for recipients
- Switching to digital phone systems for work phones to reduce reliance on additional mobile handsets

Prioritised actions are included in our Carbon Reduction Plan

We will calculate our carbon footprint through:

- An energy audit
- A travel audit. Commuting and Business mileage to and from the office during the working day for 2021/22 has been collated and shown below

We will seek to minimise our carbon footprint through:

- Identifying cost effective green energy sources
- Planning for and implementing changes to our power and lighting
- Undertaking 'meetings without miles' (Zoom, Google Hangouts and one-to-one telephone meetings), combined with a planned increase in sustainable modes of travel such as walking, cycling, bus, park and ride and train
- Investigating the benefits of and barriers to working remotely for the Organisation's staff. – i.e. will net emissions fall if staff Mileage is cut down but you heat several more places at once

Monitoring

- The action plan progress will be monitored annually
- This progress will be included in the Organisation's annual reports.

Energy Audit

Heating

- Portable heaters should only be used if essential and only for short periods
- The optimum room temperature should be 19 - 20 degrees C
- Heating set to the minimum in unoccupied rooms
- Doors will be kept closed to conserve heat
- Opening windows to reduce storage radiator heat should be done sparingly.
- Efficient heating systems with timers to be installed where possible

Lighting

- Old large diameter (38mm) fluorescent will be replaced with slim-line tubes (26mm diameter) when needed.
- Lighting switched off in unoccupied rooms

ICT

Research estimates that the average office computer produces approximately 1 tonne of carbon in a year. The Organisation can make a difference without much difficulty.

- Imbue a culture among staff and volunteers to take responsibility for ensuring that computers aren't misused. All electronic equipment that can be to be switched off when not in use
- Greener computing will be part of the Organisation's future strategies.
- Electronic equipment will be switched off when not in use.

TRAVEL

27% of carbon dioxide pollution in the UK is caused by road transport and is the main climate change culprit.

List of employees

Employee	Travels to work by	Mileage last year	Travels on business by	Mileage last year
Chair	Car	4200	Car	1600
Operations Director	Car	8280	Car	300
Business Development Officer	SM	1250	SM	2500
Finance Officer	Car	1824	Car	0
Project Manager	Car	2,600	Car	112
Project Manager	SM	500	SM	0
Lead Tutor	Car	1505	Car	112
Tutor	Car	1,610	Car	250
Tutor	Car	2,760	Car	188
Soc Media Asst	SM	800	SM	200
Research Asst	SM	700	SM	75
Senior Admin	Car	1200	Car	0
Vol Co-ordinator	walk/SM	240	SM	100
IO Radio Manager	SM	500	SM	150
Radio Tech Asst	Motorbike	2000	SM	300
Project Coordinator	Walk/SM	500	SM	250
Youth Support	SM	150	SM	0

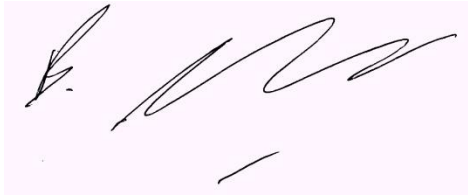
Youth Support	SM	150	SM	0
Receptionist/Admin	Car	1000	Car	0
Admin for Learners	Car	600	Car	0
Volunteer	SM	150	SM	0
Volunteer	SM	150	SM	0
Vol/community champ	SM	150	SM	0
Total Car + Motorbike mileage		32819		1737

(SM = Sustainable Mode i.e. employees who either walk in, use public transport or work from home).

Travel to and from work at the Organisation produces 17.15 tonnes of carbon dioxide per annum. However, the modal split is 48% of employees using sustainable modes of transport.

Business mileage produces a further 0.27 tonnes of carbon dioxide per annum with a modal split of 54% of employees using sustainable modes of transport.

Approved by Bruce MacGregor, Manager



On behalf of the Trustees Date: 17th Nov 2022