



NoOffence!

Environmental Protection Policy

NoOffence! CIC aims to be environmentally friendly. In order to achieve this we will:

- Make the most efficient use of all resources, issuing guidance (see Appendix A) and encouraging all staff to develop a sustainable approach to their work.
- Minimise carbon emissions from business travel by avoiding unnecessary travel and travelling by public transport unless there are reasons why this is not practicable or efficient.
- Encourage staff to use sustainable modes of transport to reach work.
- Identify and implement cost-effective energy and water conservation measures.
- Reduce the amount of waste generated and disposed to landfill through a waste minimisation and recycling programme.

Appendix A: Environmental Protection Guidance

Energy Saving

- Install low energy light bulbs where possible
- Keep thermostats as low as possible
- Keep radiators clear
- Turn lights off when not needed
- Turn computers and printers off when not in use
- Turn off all office equipment at weekends and holidays

Travelling Wisely

- Use public transport where appropriate
- Walk or cycle where possible
- Car share where possible
- Use green fuels where possible
- Arrange traffic-free community events
- Drive safely and wisely to cut your car's fuel bills and CO2 emissions



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Shopping Ethically

- Use eco-friendly cleaning supplies
- Use recycled paper
- Recycle printer cartridges
- Buy locally-produced or Fairtrade catering supplies

Saving Resources

- Save paper
- Email where possible, avoiding paper use
- Reduce, re-use and recycle wherever possible
- Reuse or avoid throwaway items
- Save water

Approved by: Chief Executive, 5th January 2015

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