



## CARE AND LEARNING ALLIANCE

### Environmental Management Protocols

#### Paper

- We will minimise the use of paper in the office and in home working, only printing and copying when necessary.
- Double sided copying will be used where possible.
- We will reduce packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible e.g. scrap paper for notes, etc.
- We will consider the use of paper handouts carefully in training and look at alternative methods of disseminating information.
- We will discourage the printing of electronic correspondence unless strictly necessary.

#### Energy and Water

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

#### Office Supplies

- We will recycle ink cartridges and encourage all staff to do the same with home printers.
- We will print documents in 'draft quality' unless higher quality is strictly necessary. Printers to be set to 'draft' as the default position where possible.
- We will evaluate if renting/sharing is an option before purchasing equipment.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will seek to buy more environmentally friendly and efficient products.
- We will reuse and recycle everything we are able to.

#### Transportation

- We will reduce the need to travel, restricting to necessity trips only.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- We will make additional efforts to accommodate the needs of those using public transport or bicycles.
- We will use the 'green' vehicles and maintain them rigorously.



### **Maintenance and Cleaning**

- We will comply with and exceed all relevant regulatory requirements.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will Increase employee awareness through training.

### **Monitoring and Improvement**

- Cleaning materials will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- We will introduce recycling in each CALA office, providing receptacles for recyclable waste and encouraging staff to use these at all times.
- We will only use licensed and appropriate organisations to dispose of waste.

### **Culture**

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update our policy and protocols at least annually in consultation with staff and other stakeholders where necessary.
- We will provide staff with relevant environmental training.
- We will use local labour and materials where available to reduce CO2 and help the community.

Signed

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Position

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Date

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