

## SEACAF CIC ENVIRONMENTAL POLICY

SEACAF CIC acknowledges that our activities may have an adverse impact on the environment and that we can take steps to minimise those impacts. We will strive to make a positive contribution to protecting the local and global environment through implementing the following measures:

### Waste

#### 1. Reduce

- Non-essential documents and e-mails will not be printed
- We will endeavour to avoid disposable cups and food packaging
- We will ensure that all printing and photocopying is double-sided
- We will use phone, e-mail and face-to-face discussion for communication wherever possible to reduce paper waste

#### 2. Reuse

- Wherever possible we will try to find a second life for items through local charitable reuse schemes or donations to local voluntary organisations (ie furniture, computers, electrical goods)
- Scrap paper used on one side only will be used for printing internal documents, taking messages and for writing notes, draft documents etc
- Envelopes, stationery and packaging will be reused where possible
- Items will be repaired rather than replaced whenever possible.

#### 3. Recycle (*only after considering reducing and reusing*)

- Paper, card, cans, plastic, glass, textiles, ink cartridges, batteries and electrical equipment will be recycled wherever possible
- Green and organic waste will be composted wherever possible

### Purchasing

- SEACAF will seek to purchase fairly-traded and environmentally sound goods where available. When catering for events, food should, where possible, be organic, and tea and coffee fair-traded.
- SEACAF will buy organic and locally produced goods where possible
- SEACAF will strive to increase the proportion of goods and services purchased which are less harmful to the environment, within financial limitations. Purchasing decisions will be based on the choice of materials or products that have the lowest environmental impact in production, transportation, use and disposal.

### Travel

- SEACAF will promote the use of cycling and walking as the main means of travel to local meetings/events.
- The use of public transport will be encouraged where there is availability
- Car-sharing will be encouraged where possible

### Energy

- SEACAF will seek to minimise the use of energy in all its activities
- Over time electric light bulbs will be replaced with those that are more energy efficient

- Lights and equipment will be switched on only when in use Heating will be kept to a minimum and the thermostat regularly checked to ensure that it is not too high, thereby promoting the need to open a window.
- New electrical goods purchased will be 'A' rated where available
- Any construction projects should conform to the highest sustainable design and construction standards possible within the available budget and will utilise reclaimed materials where possible
- SEACAF will investigate the appropriate use of renewable energy and/or a green energy supplier

### **Water**

- SEACAF will conserve water where possible

### **Biodiversity**

- SEACAF will endeavour to protect, restore and enhance biodiversity
- When possible, native, wildlife friendly species will be used for planting schemes
- To prepare for potential climate change impacts, drought tolerant species will be used wherever possible

### **Hazardous Materials and Chemicals**

- SEACAF will take all possible measures to not expose the environment to chemicals that can harm people or nature

The successful implementation of this policy depends upon the awareness and commitment of all members and users of the community centre. Hence, SEACAF will endeavour to encourage all users of the building to be as 'environmentally-friendly' as possible and will ensure that all groups which use the community centre are aware of this policy, and reminded that they should conform with it on a regular basis. All members will have access to this policy – a copy will be kept in the community centre office.

All aspects of the policy will be monitored as an ongoing practice and it will be reviewed annually by the management committee.