

# Medway Voluntary Action Environmental Policy

## Introduction

*Our Environmental Policy Statement is as follows:*

- Medway Voluntary Action (MVA) are committed to minimising the impact of its activities on the environment.
- We aim to minimise waste by evaluating operations and ensuring they are as efficient as possible.
- We will actively promote recycling both internally and amongst our partners and peers.
- MVA will comply with any relevant environmental legislation and update our policy on a regular basis.

## Scope of this policy

MVA ask staff, volunteer and visitors/guests to attempt to conserve and recycle whenever possible through the adoption of the following simple practices:

### Recycling

- Use the recycling bin (located in main office) wherever possible.
- Recycle office equipment, supplies and other recyclable products.

### Waste Electrical and Electronic Equipment (WEEE)

- A register of electrical and electronic equipment is maintained and reviewed annually.
- Manufacturer's guidance is followed for the responsible disposal of equipment.

### Paper Use

- Maximize printing and copying options and enable default settings to double-sided printing.
- Edit documents using word processing tools (as opposed to printing).
- Post electronic meeting agendas and avoid printing hard copies of meeting materials for participants.
- Conserve paper and cut costs by emailing documents in place of sending them via mail.
- (For any waste paper that does not hold any GDPR or commercial data) Save used, one-sided waste paper in designated areas and reuse for notepaper.

### Water and Energy Conservation

- Promote and provide tap water and avoid the use of bottled water during meetings.
- Enable and set to default the eco-friendly options on all copiers, printers and other electronic equipment.
- Switch off computers, office copiers and printers when unused, enable 'energy saving' modes after long periods of inactivity.
- Disable screensavers in an attempt to conserve energy and reduce the amount of wear and tear on their computers.

- Continue to promote dress codes that allow staff and volunteers to dress according to indoor temperatures (reducing need for air conditioning/heating).
- Turn off unused lights in cubicles and hallways and use additional lighting only when necessary.
- Don't overfill kettle – only heat what is needed.
- Use environmentally friendly products to reduce pollution, eg Ecover washing up liquid.

### Meeting Planning

- Minimise carbon emissions from travel – encouraging taxi/car sharing, shuttle services and public transportation.
- Eliminate bottled water, in favour of pitchers of tap or filtered water.
- Choose regional, seasonal and/or organic options and donate leftover food from catered meals to local causes.
- Minimise disposable products and encourage the use of biodegradable and reusable products, including dining items.
- Make sure recycling bins are easily accessible at meals and breaks if there will be recyclable materials present.
- Support facilities with recycling programs, efficient water use equipment, and other green initiatives.
- Limit hard copy handouts and make programs and itineraries available online or on posted signage.
- Print double sided on any necessary hard copy materials.
- Encourage a badge return at the end of the conference.

### General

MVA ask that staff, volunteer and visitors/guests seek to conserve and recycle whenever possible and encourage further suggestions on how we can collectively contribute to minimising the impact of our activities on the environment.

### **Adhering to this Policy**

MVA ask that all staff, volunteers and visitors/guests adopt the principles outlined in this policy. Should this not be possible, they are asked to:

Contact MVA's Office and Finance Officer, Jeanette Thurston – [Jeanette@mva.org.uk](mailto:Jeanette@mva.org.uk) providing:

- Details for what environmental principles they are finding difficult to implement; and
- Suggestions on what interventions/actions would help them to implement this principle.
- Report any conditions or activities that may cause an environmental impact.

MVA will then endeavour to address and resolve any issues raised within 30 days.

*Policy Lasted Updated By: Jane Howard  
Date Policy Updated: July 2021  
Next Policy Review Date: July 2022*